

Specialist Careers

Other Specialist positions within the Judiciary:

- **Judicial Educator**
- **Research/Publications Specialist**
- **Programme Director**
- **Court Systems and Compliance Auditor**
- **Deputy Judiciary Security Manager**
- **Family Court Manager**
- **Assistant Family Court Manager**
- **Court Librarian**
- **Co-ordinator Social Services**
- **Human Resource Specialist**
- **Court Industrial Relations Officer**
- **Court Human Resources Information Systems Co-ordinator**
- **Court Human Resource Officer Compensation and Benefits**
- **Court, Head Human Resources Administrator**
- **Deputy Court Statistician**
- **Assistant Co-ordinator, VASC**
- **Co-ordinator, VASC**



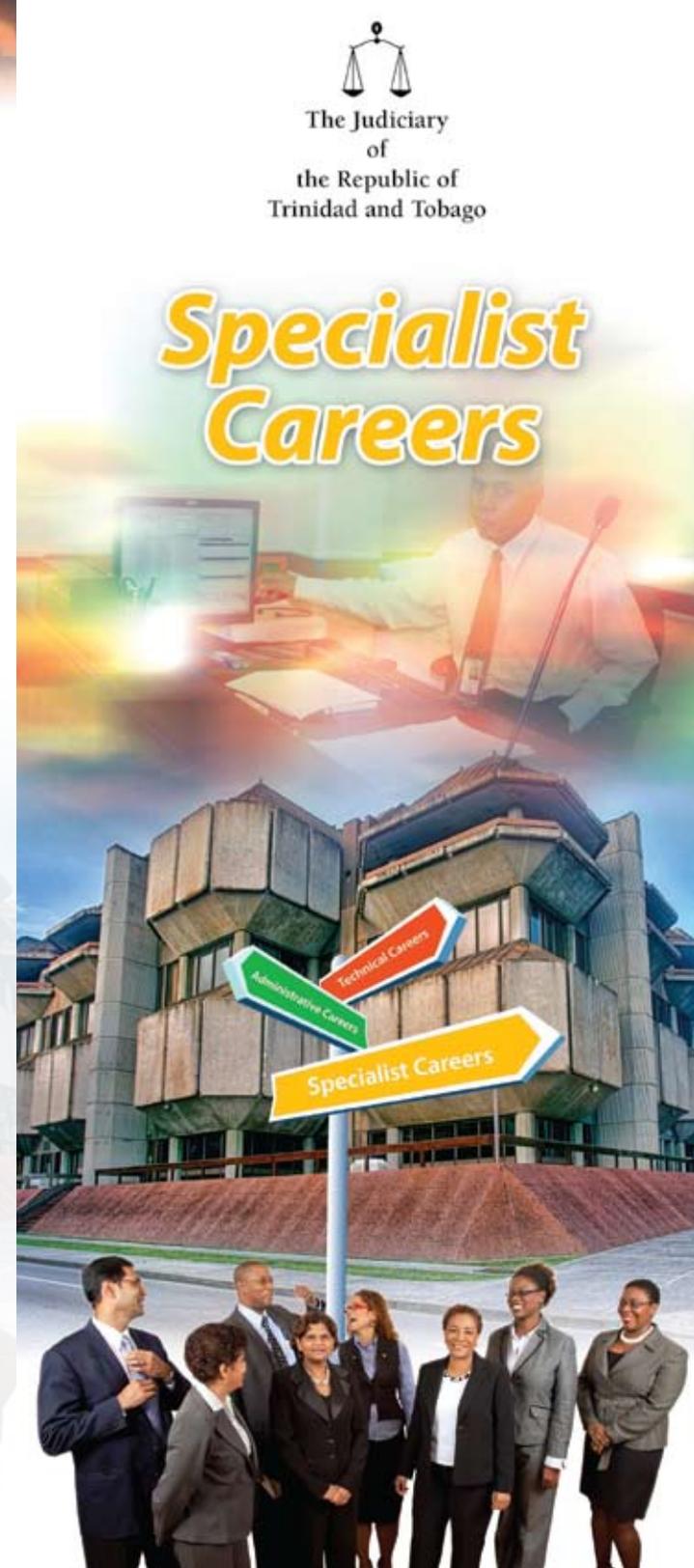
APPLYING & SEARCHING FOR JOBS

To apply or search for jobs available in the Judiciary visit our website at www.ttlawcourts.org or email recruitment@ttlawcourts.org

The Judiciary offers you a number of opportunities within our Court Administrative Units:

- Accounts & Investments
- Building, Plant & Equipment
- Library Services
- Protocol & Information
- Reporting Services
- Finance & Accounting
- Human Resources
- Information Technology
- Internal Audit
- Office Management
- Planning
- Records Management
- Research & Statistics
- Security

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INTRODUCTION

The career opportunities at the Court are as diverse as the community we serve. When people think of working in the judicial system, they usually think of Judges and attorneys, but opportunities abound beyond the courtroom. Whether you are just starting your career or a seasoned employee seeking a new challenge, the Judiciary of the Republic of Trinidad and Tobago offers you many opportunities in which to grow, learn and fulfil your greatest potential.

Opportunities exist in **Specialist, Technical and Administrative** areas. Specialist Officers provide much needed experience and skills to ensure the efficient administration of justice. Here are just a few possibilities within the Specialist field:

Financial Specialist

This Officer assists in the administration of all financial and commercial activities of the Family Court and ensures the achievement of the Court's strategic financial objectives. On a regular basis he/she reports to the Assistant Manager Operations Support and for specific confidential matters, he/she reports directly to the Family Court Manager.

Court Librarian

The Court Librarian accesses, evaluates, manages, organizes and makes available in a timely manner relevant and accurate legal information in support of the mission and vision of the Judiciary of Trinidad and Tobago; he/she is responsible for the management of the Family Court Library and the collections in the Judges', Magistrates' and Registrars' Chambers as well as any other collections within the Family Court.

Court Statistician

Advanced professional and supervisory work in the field of court statistics is conducted by the Court Statistician. He/she must have a keen and astute ability to grasp quickly the unique area of court statistical methods and to develop the tools in accordance with the glossary as defined by them.

Planning and Research Specialist

This specialist gathers and collates data to identify target operators and assist in the formulation of marketing strategies. He/she ensures timely data collection and analyzes data for the Market Research and Planning strategies.

Child Care Assistant

As part of the organization's day care services the Assistant provides supervision and care for children while their parents are working or performing errands. Day care assistants are an important part of the Judiciary's day care operations. They assist in child supervision, setting up activities for the children while their parents attend to Court matters.

Social Worker

Social Workers provide support to enable service users to help themselves. They maintain professional relationships with service users, acting as guides and advocates. Social workers work in a variety of settings within a framework of relevant legislation and procedures, supporting individuals, families and groups within the community.

Case Management Specialist

This person is responsible for performing a variety of duties related to the processing of cases, including entering data in automated systems, within an office of a Clerk, Magistrate, or a Registrar. In addition to case processing duties, this individual is responsible for providing service to the public and other individuals who have business with the Court consistent with policies on confidentiality.

Court Statistical Clerk

This person collects, receives, edits and codes statistical returns following set statistical procedures. Duties include assisting with simple statistical exercises, making simple tabulations of data. The employee performs duties under the general direction of a supervisor who reviews work for completeness and accuracy through discussions and reports.

