

- Court Network Administrator
- Court Webmaster
- Court Systems Supervisor
- Court Network Support Supervisor
- Internet/Intranet Support Officer
- Court Technical Support Officer
- Internet and Intranet Support Officer
- Court E-Services Administrator
- Co-ordinator, Judicial Education Institute
- Information Technology Specialist
- Assistant Judiciary Security Manager
- Judiciary Security Supervisor
- Court Security Officer
- Assistant Court Security Officer
- IT User Support Technician
- Court Systems Administrator
- Information Technology Support Technician
- Vehicle Operations Supervisor
- Senior Court Human Resource Officer
- Assistant Court Human Resource Officer
- Court Human Resource Officer – Training and Development
- Chauffeur Courier
- Family Court Day Care Officer
- Family Case Management Officer I/II/III
- Pension and Leave Supervisor
- Building Maintenance Supervisor

## APPLYING & SEARCHING FOR JOBS

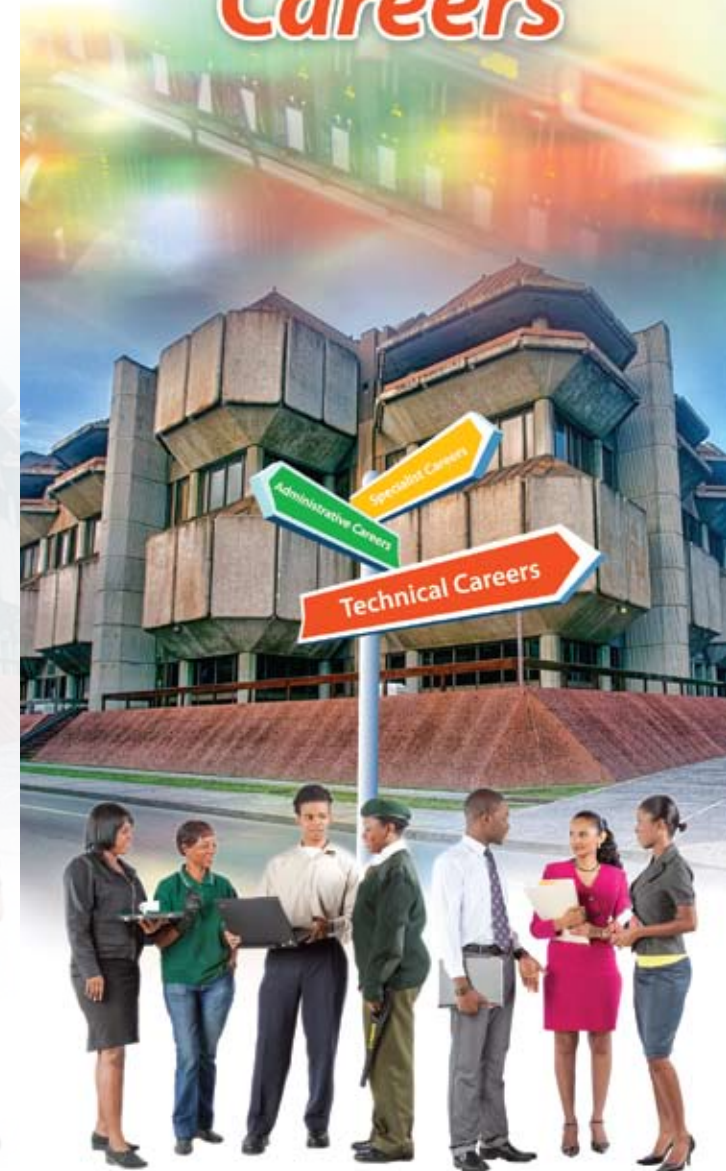
To apply or search for jobs available in the Judiciary, visit our website at [www.ttlawcourts.org](http://www.ttlawcourts.org) or email [recruitment@ttlawcourts.org](mailto:recruitment@ttlawcourts.org)

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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# Technical Careers



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

### **Court Audio Records Officer**

This Officer is supervised by the Head of Transcription and works closely with the Court Audio Records Assistant to ensure the timely delivery of audio recordings of the Court's proceedings.

### **Youth Officer**

This person is responsible for the supervision and protection of young adults while in the care of the Court. He/she ensures youths are safe, and engaged in meaningful activities.

### **Judicial Research Officer (JRO)**

The JRO obtains copies of new legislation, landmark judgements (local, regional and international) along with their background and research papers and makes them accessible to Judicial Officers as directed. He/she researches and secures articles (electronically) relative to Court Management, Judicial Administration and Education, researches papers for presentation, discussion and informational purposes.

### **Judicial Research Assistant (JRA)**

The JRA performs responsible and complex legal research for Judges, Masters or Magistrates of the Judiciary of Trinidad and Tobago.

### **Court Transcriptionist (Electronic)**

Transcriptionists must accurately produce written records of court proceedings, hearings and conferences in keeping with the Rules of Court or other procedural directions utilizing an Audio Digital Court Recording system.

### **Assessment Officer**

This Officer is responsible for listening observing, gathering and analyzing information presented by litigants; and preparing accurate information for submission to the Court.

### **Family Case Management Officer I**

This Officer receives, stamps and files legal documents, maintains Court records and sorts and routes legal documents pertaining to family matters. Work also includes updating files and providing assistance to members of the public, Attorneys-at-Law and their Clerks.

### **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.

### **Structural Draughtsman**

This person reports to the Court Building Architect. The core function is to provide the Court Building Architect with technical support he/she requires to produce the design and working drawings for Court facilities.

### **Other technical positions within the Judiciary:**

- **Maintenance Planner**
- **Air Conditioning Supervisor**
- **Electrical & Electronics Supervisor**
- **Plumbing Technician**
- **Electrical/ Electronics Technician**
- **Multi Skilled Technician**
- **Air Conditioning Technician**
- **Court Architect**
- **Court Protocol and Information Manager**
- **Information Technology Liaison Officer**

