

EXTERNAL VACANCIES
CRIMINAL DIVISION AND THE DISTRICT CRIMINAL AND TRAFFIC COURTS DIVISION

The Judiciary of Trinidad and Tobago is looking for dynamic individuals to fill the following positions:

Divisional Case Management Officer (CMO) III

- A person who pays close attention to detail.
- A person who is passionate about contributing to the justice system of Trinidad and Tobago.
- A person who is process oriented with a drive for accuracy and adherence to procedure.
- A person who is desirous of learning court office processes.
- A person who has supervisory experience.

If the above describes you, the position of Divisional Case Management Officer (CMO) within the Criminal Division in the Judiciary of Trinidad and Tobago may be for you.

Marshal's Assistant I:

- A person who is intimately familiar with the geography of Trinidad and Tobago.
- A person who is excited to meet and serve a variety of people according to the laws of Trinidad and Tobago.
- A person who can perform clerical and administrative duties.
- A person who is honest and has integrity.
- A person who is computer literate.
- A person who owns their own vehicle.

If the above describes you, the position of Marshal's Assistant I within the Criminal Division in the Judiciary of Trinidad and Tobago may be for you.

Instructions to Applicants:

1. Interested persons are invited to visit www.ttlawcourts.org/CriminalDivision for further details about the position and for submission of applications.
2. Applications must be completed on the web application form and submitted no later than 4.00 pm on January 12, 2023. Applications received after 4.00 pm will NOT be considered.
3. All information requested on the application form must be provided and all pre-screening questions must be answered.
4. Only the requested documents (Resume and the Trinidad and Tobago Police Certificate of Character OR a Receipt for your Certificate of Character) must be submitted. No other documents must be submitted at this time.
5. If you are unable to obtain a Certificate of Character, it does not disqualify you from submitting an application to be considered.
6. Your resume must be submitted with the application. No other documents are to be submitted at this time.
7. Applicants must also note that you can be assigned to any Criminal Division or District Court location in Trinidad and Tobago.
8. Applicants are advised that written assessments may be required for some positions.
9. For further information and/or queries, please contact the Judiciary's Recruitment Team via email at CrimDivRecruitment@ttlawcourts.org or telephone 1-868-223-1060 or 1 -868-62-TTLAW - ext. 5201, 5262, 5203-5206. Applications submitted to this email address will NOT be acknowledged or considered.
10. All applicants will receive an automated acknowledgment, only suitable applicants will be contacted.