



SIERRA LEONE GOVERNMENT

Judicial and Legal Service Commission (JLSC)
Office of the Chief Justice
Law Courts Building, Freetown
E-mail: info@judiciary.gov.sl

Job Announcement

POSTION: Court Secretary

REFERENCE NUMBER: JSC 09

Court Secretary

Job Summary: The Court Secretary is a clerical officer of the court. S/he is tasked with providing day-to-day administrative and clerical functions to Judges for court room proceedings; and ensuring that all logistics required to make the court room run smoothly are in place. Key functions include: managing court records, trials, customer service and other as directed functions by the Judge to whom assigned.

Duties

Managing court records

- Organizes and maintains court files; opens court files for judges, makes appropriate entries in files, submits files for perfecting of court orders to the Master and Registrar, ensures the smooth flow of files through the court system;
- Support the preparation and execution of daily court calendars and prepare daily dockets of cases to be called by the court;
- Audit files to ensure accuracy and consistency within the court records and request for missing materials from the records;
- Records and prepares orders of the court, including warrants, summonses, commitment orders, orders of conditions and other orders as directed by the Court; and work with the AC-Division registry to facilitate payment of court fees.
- Keeps track of court performance and submits monthly statistics;
- Keeps a ledger, minute books with minutes of proceedings constituting brief summary of every task are recorded.

Trials

- Ensures the court's readiness for sittings including equipping the courtroom with the necessary documents and materials required for the proceedings before each court hearing;
- Reading out charges to accuse persons.
- Administer oaths taken by jurors and witnesses, where tip staff is unavailable.
- Presents all exhibits offered in evidence during court hearing and explains court procedures or forms to parties in cases;
- Ensure that information, materials, and evidences presented in the court are secured within the AC-Division registry;
- Endorsement of remand warrants at end of a day trial while accused is been remanded to Correctional Centre.

Customer service

- Maintains Judge's calendar and prepares daily schedule.
- Answers inquiries from court officials, lawyers, plaintiffs and the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines;

Requirements

Education and Experience

- Bachelor's degree in public administration, social science or related field with three-four years work experience;
- Strong organizational skills including attention to details, time management and meeting tightly set deadline;
- Excellent verbal and written skills;
- Demonstrated computer knowledge and experience.

Application should be submitted addressed to the: **Executive Secretary, Judicial and Legal Service Commission (JLSC)**, C/o Chief Justice's Chambers, Main Law Court Building, Siaka Stevens Street, Freetown and should be received before or on **28th August 2019 at 17:00pm** Sierra Leone time.