



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

Position: Registry Officer

Job Summary: As part of a team, assist with the day-to day operations of the AC-Division, including securing custody and safekeeping of the Anti-corruption Division records. S/he will be located at the Anti-corruption Division registry to process and handle documents and information filed with the AC-Division.

1. Receive, record, screen all incoming/submitted files and legal documents to the AC-Division, classify by content, index and organise documents accordingly, and log properly in the system;
2. For new cases, assess the court documentations filed to ensure all the necessary paperwork are in place, and where missing, request accordingly; scan the originals of the filed documents, along with its associated documentations and upload into database;
3. For filed cases, open new file, tag the dockets and submit to Chief Justice for assignment to a judge; after assignment, update database accordingly and disburse the assigned files among the Judges offices/clerks accordingly; ensure the file records are regularly updated with new materials as they become available and/or directed by judge;
4. Maintain accurate records of document orders and movements, including documents borrowed and ensure their timely returned; conduct routine data entry, inputting document information and file numbers into database;
5. Work directly with other team members and judges daily to search, retrieve and answer records -related questions from authorised court users and/or direct them accordingly;
6. Support team members to modify and improve filing systems, or implement new filing systems, perform periodic inspections of materials or files in order to ensure correct placement, legibility, proper condition, destroying them or transferring them as per established guidelines and/or legal requirements;
7. Assist with the streamlining of the filing structure to ensure easy filing, closed and old files are archived appropriately and easily retrievable; regularly update and maintenance the division's database;

8. Perform general office duties such as typing, operating photocopying and scanning machines, and mails sorting and follow-up on actions;
9. As directed, calculate fees and issues payment slips; issue Hearing Notices;
10. Work closely with team members, to reconcile the clerks submitted monthly statistics and complete a holistic divisional monthly for the attention of management;
11. Record all filed process before the process server takes them for service;
12. Attend regular team meetings and any other duties, as directed.

Requirements

Education and Experience

- Degree in social sciences, public administration, management or related field;
- Minimum three years of demonstrated clerical experience;
- Working knowledge of the law, with more than three years' paralegal working experience within the Justice sector;
- Excellent verbal and written skills, including having good grammar skills;
- Demonstrated computer knowledge and experience;
- Dynamic personality and high level of interpersonal skills;
- Follow oral and written directions.

Other Attributes:

- Self-motivated with the ability to work hard, manage competing priorities and meet deadlines
- Ability to work with minimal supervision
- Fluency in spoken and written English
- Demonstrated leadership and interpersonal skills.
- Excellent team-building skills
- Ability to collaborate with stakeholders from a range of institutions and organizations
- Ability to use initiative and think creatively to resolve issues
- Strong representation and negotiation skills
- Demonstrated cross-cultural communication skills

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.