



JOB PROFILE

Post Title:	Judicial Services Officer
Directorate:	Central Support Services
Responsible to:	Judicial Services Manager
Responsible for:	None
Grade:	D

Job Purpose

To improve the lives of all within our community and help the island thrive by providing assistance to the Judicial Services Manager with all matters appertaining to the St Helena Judicial System.

Main Duties and Responsibilities

1. Undertake the role of Clerk of the Coroner in accordance with the Coroner's and Presumption of Death Ordinance which includes:
 - Co-ordinate on-call rota for Coroner
 - Update and maintain Coroner's "Register of Deaths"
 - Point of contact for family members, reporting a death to Coroner's office. This includes completing the relevant documentation with family members
 - Obtain the deceased's medical records from the Health Directorate and complete a medical referral form for submission to the UK Medical Examiner. On return, confirm results with SMO and inform family of confirmed cause of death
 - Fill out "supplementary Certificate to Registrar" form, in order for the death to be fully registered.
 - In the event of a Coroner's inquest, make the following arrangements:
 - Preparation and Issuing Summons for witnesses
 - Filing of Public notifications, via Government notice boards, Newspapers & Radio.
 - Carry out all Clerk duties for the Court Inquest Proceedings.
2. Assisting the Judicial Services Manager with maintaining and processing matters in relation to the probate and will registry:
 - Receipt of wills and the filing thereof
 - Processing probate and Letters of Administration application
 - Assisting clients in completing legal forms without providing legal advice.
 - Conducting research for probate matters other than the norm.
 - Preparing grants of probate.
3. Clerk to the Land Development Appeals tribunal:



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- Sending relevant notices/letters
 - Working knowledge of relevant law
 - Liaising with parties and Commission to ensure procedures followed
 - Arranging hearings
 - Carry out all clerk duties for hearings in accordance with the relevant ordinance and regulations
4. Undertake Company Registry duties in accordance with the Companies Ordinance:
 - Advising, assisting and filing of necessary forms for registration
 - Maintain and update the Company Registry spreadsheet as and when necessary
 - Ensure timely issuing and receipt of all Companies Annual Returns.
 5. Drafting of legal and court related documents which include summons, letters and writs.
 6. Assisting the Judicial Services Manager with administration of all court related matters:
 - Arranging Court Sittings
 - Preparation of files and court registers
 - Issuing of summons, writs, etc.
 7. Conducting legal research for various stakeholders.
 8. Deputise for the Judicial Services Manager including statutory appointments as Registrar of the Court of Appeal, Registrar of the Supreme Court, Clerk of the Peace, Registrar of Companies.
 9. Responsible for providing cover for the Judicial Services Manager regarding all court hearings, ability to provide skilled court clerking services in all courts both in public and private. Providing resulting information after the event.
 10. Responsible for maintaining and collating court statistics.
 11. Responsible for the transcription of judicial proceedings in preparation for Supreme Court and Court of Appeal Hearings and despatching to various parties.
 12. Responsible for the process of selection of jury panels for jury trials. And preparation of Jury Summons and Schedules.
 13. Responsible for Maintaining the Legal Assistance Fund to include entering payments, reconcile entries with BOSH statements, categorise payments to enable the end of year statement to be completed and prepare end of year statement. Prepare budget for Legal Assistance Fund and quarterly reports for submission to Finance.
 14. Responsible for the ongoing recovery of court fees and fines including monitoring accounts via Access Dimensions and raising court actions when required.
 15. Responsible for submitting Justice of the Peace claim forms for payment to Corporate Support staff every month.



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Prepare the Justice of the Peace monthly payments and tax deductions. Issue all relevant income tax forms when required.

16. Responsible for checking /approving payments for members of the public called as witnesses/Jury services, ensuring that claims are valid and accurate. Prepare payments via BOSH.
17. Assisting the Judicial Services Manager with the operations of the Judicial Services Section and deputising during the absence or unavailability of the Judicial Services Manager.
18. Responsible for the preparation of the Judicial draft budget/budgets by forecasting budget lines for expenditure and income and keeping expenditure with budget ceiling. Monitoring of actual spends and reforecasting where necessary in liaison with the Accounting Officer.

Special Conditions

- Dealing with awkward/irate members of the public requesting an audience with Senior staff
- Working outside of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/a	(i)
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	(ii)
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	(ii)
Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines.	(ii)
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	(ii)



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Communication: Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	(iii)
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	(ii)
Dealing with Change: Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	(ii)
Continuous Improvement: Willing to learn and develop in job role	(i)
Managing Resources: Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	(ii)

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE in English and Maths at Grade C or above, or equivalent qualification	E	√	
NVQ Level 3 Diploma in Business Administration	E	√	
Knowledge & Experience:			
Knowledgeable of the Coroner's and Presumption of Death Ordinance	E		√
Sound knowledge and experience of File Management systems	E		√
Knowledge of Judicial processes	E		√
At least 3 years' experience in working in an administrative and customer focused environment	E	√	√
At least 1 years' accounting experience	E	√	√
Skills and Abilities:			
Basic Analysis of Information	E		√
Excellent organisational skills and attention to detail	E		√
Strong communication skills both verbal and written	E		√
Ability to work under pressure and prioritise workloads to meet tight deadlines	E		√
Proficient in MS Word, Excel, Databases, Outlook and Access Dimensions	E	√	√
Good minute taking skills	E		√
Good communication and customer care skills to deal with difficult and sensitive situation and able to deal with customers from diverse backgrounds	E		√
Self-motivated and able to use initiative	E		√



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Effective team player	E		√
Ability to apply objective judgement	E		√
Responsive to change	E		√
Ability to maintain high level of confidentiality	E		√
A keen eye for detail and accuracy	E		√
Flexible	E		√
Other:			
Willingness to work flexibly	E		
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable