

<b>Job Title</b>	<b>LEGAL ASSISTANT/PARALEGAL</b>
<b>Division</b>	<b>Legal Division</b>
<b>Location</b>	<b>Head Office</b>
<b>Salary Band</b>	
<b>Job Purpose</b>	To provide support to the Attorneys-at-Law in the Legal Division
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• To file court proceedings at various court registries;</li> <li>• To draft legal documents;</li> <li>• To conduct legal research;</li> <li>• To prepare contracts;</li> <li>• To provide administrative support to Attorneys;</li> <li>• To assist Attorneys during trials by handling exhibits, taking notes, or reviewing trial transcripts;</li> <li>• To maintain status updates of all court files;</li> <li>• To organise and maintain filing system of all court files;</li> <li>• To organize and maintain documents in a paper or electronic filing system;</li> <li>• To serve court proceedings and assist with the delivery of mails.</li> <li>• To support the overall function of the legal division.</li> </ul>
<b>Working and Reporting Relationships</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Head – Legal Division</li> </ul> <p><b>Supervised by:</b></p> <ul style="list-style-type: none"> <li>• Head- Legal Division</li> </ul> <p><b>Working relationships (internal):</b></p>

	<ul style="list-style-type: none"> <li>• Commissioner/CEO</li> <li>• All Staff</li> </ul> <p><b>Working relationships (external):</b></p> <ul style="list-style-type: none"> <li>• Officers of the Courts</li> <li>• Counterparts in other MR Agencies</li> </ul>
<p><b>Personal Specifications</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Laws (LLB)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• One (1) year relevant work experience in a similar position.</li> </ul> <p><b>Other skills and knowledge requirements:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of the role, functions and goals of land use management in Guyana and the operations of GLSC.</li> <li>• Knowledge of the laws relevant to GLSC.</li> <li>• Ability to manage a large workload, prioritise issues appropriately and consistently meet deadlines.</li> <li>• Problem solving, planning and organising skills</li> <li>• Must be computer literate.</li> </ul> <p><b>Personal Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Results oriented</li> <li>• Demonstrates leadership and ethical values to all staff</li> <li>• Excellent management, organizational and interpersonal skills.</li> <li>• Ability to innovate and take initiative to support continuous performance improvement.</li> <li>• Determination to achieve objectives</li> <li>• He/she must respect confidentiality and must be a person of utmost integrity.</li> </ul>

<b>Working Conditions/Special Requirements</b>	The post holder may be required to work outside normal working hours in order to assist with the complete work within the division.
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