



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF TRADE AND INDUSTRY

Job Description

LEGAL RESEARCH OFFICER

JOB SUMMARY

The incumbent is required to perform work involving the conduct of research related to the laws and legal issues pertinent to the operations of the Ministry/Department. Duties include preparing legal documents and developing and maintaining a repository of documents on legal matters. Dependent on assignment, the incumbent may be required to perform the full range or some of the duties listed.

DUTIES AND RESPONSIBILITIES

- Conducts research on legal issues relating to the Ministry's/ Department's operations and prepares written opinions, working papers and reports thereon.
- Undertakes extensive review of legal documents, instruments and other material identifies issues and proposes amendments.
- Prepares briefs and preliminary drafts of legislative legal material pertaining to the Ministry's/Department's portfolio.
- Develops and maintains an up to date repository of laws, judgments, contract precedents and other related material pertinent to the Ministry's/Department's operations.
- Contributes to the review and formulation of recommendations to amend legislation pertinent to the Ministry/Department.
- Assists in the drafting of Cabinet/Ministerial Notes on legal matters.
- Assists in the drafting of legal documents such as contracts, agreements, opinion and briefs; and prepares memoranda, letters and other documents.
- Represents the Ministry/Department on committees and at meetings, conferences and workshops.
- Liaises with other divisions and external agencies regarding the work of the Division.
- Copies and collates relevant documents.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of legal research principles and techniques.
- Knowledge of the Laws of Trinidad and Tobago .
- Knowledge of the laws and regulations pertinent to the Ministry's/ Department's operations.
- Knowledge of legal drafting principles and practices.
- Knowledge of the court procedures of Trinidad and Tobago.

SKILLS AND ABILITIES

- Proficiency in the use of Microsoft Office Suite.
- Skilled in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to conduct legal research work of varying complexity.
- Ability to analyse and interpret law and legal issues.
- Ability to present and explain statements of fact and the law orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING

- Minimum of two (2) years' experience in legal research.
- Bachelor of Law Degree from a recognized institution.