

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Justice		
2. Position Title: Law Clerk/Interpreter	3. Salary Level: 14-12	4. Division: Corporate Service and Community Legal Education
5. Reports To: Office Manager Paralegal Legal Officer Senior Legal Officer Deputy Director Director	6. Direct Reports:	
7. Primary Objective of the Position: To assist the Corporate Service by providing registry clerk services including front counter and customer service to the general public including performing legal duties such as drafting of letters, Statutory Declarations and other minor Court documents as well as filing and serving of Court Papers. The post will also involve legal revision services such as reviewing of laws including updating, reporting and binding, providing relief interpreting, duties and translating services to OPLS staff, maintenance of database as well as participation in community legal education programs which may include designing of brochures, pamphlets, legal binding and presentations, etc.		
2. Position Overview		
9. Financial: up to \$5,000	10. Legal: Public Records Act 1983, Evidence Act 2003	
11. Internal Stakeholders: i. Lawyers ii. Paralegals iii. Office Manager iv. Interpreters v. IT Officer vi. Account Officer vi. Working colleagues vii. Clients	12. External Stakeholders: i. Magistrates ii. Judges iii. Clients iv. Community members v. Police vi. MWYSA vii. Island Councils viii. Councilors ix. Outer Island residents	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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	<ul style="list-style-type: none"> x. Students xi. Government/Non-Government Agencies 	
13. To be referred to Manager: <ul style="list-style-type: none"> i. Purchases ii. Online resource programs iii. Software programs iv. Community Legal Education programs and reports v. Performance reports vii. Monthly reports viii. Outer island and overseas trips ix. General reports x. Progressive reports 	14. Referral to Manager <ul style="list-style-type: none"> i. Participation in Community Legal Education ii. Community Legal Education programs and reports iii. Performance reports iv. Monthly reports v. Outer island and overseas trips vi. General reports vii. Progressive reports 	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Providing registry clerk services including filing and serving of Court documents and drafting of legal documents and other minor Court document	Responsible for the provision of registry clerk including front counter and customer services to the general public. This includes serving and filing of Court papers. Also responsible for drafting letters, Statutory Declarations and other minor Court papers	Statutory declarations Affidavit of services
Legal Revision services	Responsible for reviewing local laws including updating, reporting and binding of laws and or cases and developing and compiling cases for the purposes of promoting caselaw precedents and local jurisprudence	Consolidated text of laws Case laws updated and or binded Precedents developed or compiled Monthly reports
Interpreting and translating duties	Responsible for interpreting English language to Kiribati and vice versa. Responsible for interpreting sign language into readable and writeable language	Translation activities Monthly reports

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	Responsible for translating complex English writings into Kiribati writing and vice versa	
Supporting the implementation of the community legal education programs and public awareness on human rights issues and the rule of law	Responsible for supporting CLE awareness programs Responsible for implementing CLE Divisional Plans through paper work such as book binding, pamphlets or brochure making or actual participation where appropriate	Participate in CLE awareness programs and campaigns through paper work, compiling and collating and or actual participation Periodic and progressive reports

16. Key Challenges	17. Selection Criteria
<ul style="list-style-type: none"> - Developing precedents - Matching twinning library - Monthly reports - Progressive reports - Meeting deadlines - Working with limited resources under strained funds 	<p>17.1 PQR (Position Qualification Requirement):</p> <p>Education: Form 7 Certificate with good grade in English, Certificate in Law is an advantage Certificate or Diploma in Justice</p> <p>Experience: At least 2 years Court or Law Firm experience</p> <p>Job Training: Should have at least completed 1 year practice in a legal firm,</p> <p>Prerequisite: n/a</p> <hr/> <p>17.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge Customer and Personal Service Legal English Language Clerical Computers</p>

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	<p>2. Skills: Speaking Active listening Reading comprehension Social perceptiveness Paper Binding skills Pamphlets and Brochures making</p> <p>3. Attributes Efficient Effective Innovative Creative Fair Professional Hardworking and dedicated</p>
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