

TURKS AND CAICOS ISLANDS PUBLIC SERVICE

Job Description **MAGISTRATE**

DATE:

JOB TITLE: MAGISTRATE

GRADE: 9.1

MINISTRY/INSTITUTION: JUDICIARY- Grand Turk

DEPARTMENT/DIVISION:

LOCATION: The job is based in Grand Turk but at the discretion of Chief Justice may be relocated to another part of TCI. Travel within the TCI may be required.

REPORTS TO:

Direct Report: Chief Magistrate

SUPERVISES POSTS: Court Clerk and Assistant Clerk

PURPOSE OF JOB:

The primary function of the incumbent will be to act as Magistrate for the TCI, with duties exercisable by the Magistrate as set out in the Magistrate Court Ordinance Cap 2.03.

The Magistrate may hear and determine charges in respect of all offences set out in the Magistrate Court Ordinance Cap 2.03 in addition to those in respect of which he has jurisdiction under the provisions of the said Ordinance.

TASKS AND RESPONSIBILITIES:

Duties of the Magistrate:

1. Receive complaints of all offences and to cause to be brought before him, either by summons or warrant, all persons charged with such offences;
2. Issue search warrants as hereinafter provided;
3. Investigate all charges which he is not empowered to try summarily and to dismiss the accused or to commit him for trial before the Supreme Court;
4. Try summarily and to convict and sentence all persons charged with committing offences which he is empowered to try summarily pursuant to the Magistrate Court Ordinance or any other Ordinance;
5. Make orders for the support, education and burial of illegitimate children, and for the support of wives deserted by their husbands;
6. Record, make or impose all such convictions, orders and sentences as he is authorised by any law so to do and which may be carried out or enforced by fine or imprisonment in the first instance;
7. Enforce the payment of any fine imposed by him by warrant of distress or imprisonment;
8. Bind over persons to keep the peace and be of good behaviour;

9. Admit to bail persons charged with or committed for trial for any offence,
10. Bind over prosecutors and witnesses by recognizances to prosecute and give evidence;
11. Administer oaths to any person or persons for the purpose of levying penalties or making distresses directed to be levied or made pursuant to the Magistrate Court Ordinance, or for the purpose of justifying upon oath the sufficiency of bail;
12. Exercise all powers vested in and do all acts authorised or required to be exercised or done by a Stipendiary or Metropolitan Magistrate or Justice of the Peace in the United Kingdom, in relation to the surrender of fugitive criminals, under the Extradition Acts, 1870 and 1873, and any Acts amending the same of the Parliament of the United Kingdom;
13. Exercise the jurisdiction and powers given to a Magistrate under the Fugitive Offenders Act, 1881, of the Parliament of the United Kingdom;
14. Exercise all the powers of two Justices of the Peace in the United Kingdom under the Merchant Shipping Act, 1894, of the Parliament of the United Kingdom;
15. Exercise such other powers and do such other acts not hereinbefore mentioned as may be prescribed by the Magistrate Court Ordinance or any other Ordinance, and shall also have the jurisdiction in civil proceedings set out in section 132 hereof.

Other Duties

16. Adhere to all Public Service codes, rules and regulations
17. Perform other related tasks as assigned by the Chief Justice including serving on Committees.

WORKING RELATIONSHIPS:

Internal: Chief Justice, Chief Magistrate, Magistrates, Coroner, Registrars, Clerks, Assistant Clerks and Administrative Assistants to the Magistrate's Courts

External: Commissioner of Police, Members of the Royal TCI Police Force, the Director of Public Prosecutions, Prosecutors, Attorneys at law, Justices of the Peace, Medical Practitioners

JOB DIMENSIONS:

Supervision received: Reports to the Chief Magistrate

Supervision given: Supervises Court Clerk, Assistant Clerk and Administrative Assistant assigned to the Coroner's Court.

Independence of action, authority and decision making: The incumbent is a judicial officer and will act and make decisions independently.

Accountability – scope and impact: The incumbent must subscribe to the policies of the Judiciary.

KNOWLEDGE AND SKILLS:

- demonstrate a high degree of professional competence;
- demonstrate fairness in all cases and deal tactfully and courteously with all participants, as well as with the public;
- must be impartial and independent of all outside influences and must conduct himself/herself at all times in a way that is consistent with the dignity of judicial office;
- be a person of maturity and sound judgment, possessing strong communication and listening skills and expertise in time management.
- excellent attention to detail
- have demonstrated managerial and professional competence in work performance and results; and
- be proficient in computer applications especially Microsoft Office Suite.

QUALIFICATIONS:

- A Bachelor of Laws Degree
 - A Legal Education Certificate or equivalent recognized qualification.
 - A Barrister or Solicitor of the United Kingdom, Northern Ireland, the Republic of Ireland or of some other part of the Commonwealth
 - Evidence of admission to practice as an Attorney-at-Law in the Turks and Caicos Islands Courts or of any Commonwealth country.
 - At least 7 years' experience as an Attorney in a Commonwealth country.
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WORKING CONDITIONS:

Hours of work: The job holder is required to work the hours prescribed in the Public Service Handbook. The jobholder may be required to work additional hours from time to time to meet the demands of the job.

The post will be contracted for a period of 3 years.

Physical environment and/or risks associated with the job: Office environment

Physical demands: May be required to climb staircases.

Tools and equipment required to do the job: Computer, Microsoft Office Suite, phone, scanner, printer

REMUNERATION:

Base Salary	-	\$63,792.80 per annum
Telephone Allowance	-	\$1,800.00 per annum
Transportation	-	\$2,760.00 per annum
Housing	-	\$20,250.00 per annum
Professional Allowance	-	\$6,000.00 per annum

APPLICATION PROCEDURE:

Applicants must submit:

1. A completed application form.
2. A resume with current contact information.
3. An accompanying Cover Letter.
4. two letters of reference (one preferably from a former employer).
5. Copies of educational certificates.
6. A copy of the Passport photo page.

Note that the referees may be contacted as necessary.

Submit application by email to Lavern Skippings Reynolds at lreynolds@gov.tc

Or by courier to:

Lavern Skippings Reynolds
Secretary, Judicial Service Commission
Waterloo, Grand Turk
Turks and Caicos Islands

An email application must have the subject line: **MAGISTRATE APPLICATION.**

If sent by courier, the envelope should have the subject: **MAGISTRATE APPLICATION** clearly marked on the front.

Applications without supporting documents will not be processed.

Please note that only shortlisted candidates will be contacted for interviews.

Closing date: 30th November 2023