



CAREER OPPORTUNITY

PARALEGAL OFFICER (Level 4)

QUALIFICATION AND EXPERIENCE:

- At least four (4) CSEC subjects or its equivalent including English Language.
- Certificate in Paralegal Training.
- A minimum of two (2) years' experience in the related field.

PRINCIPAL DUTIES/RESPONSIBILITIES/ SKILLS/COMPETENCE:

The incumbent is expected to discharge their responsibilities through the attainment of key outputs which include but are not limited to the following:

- Working knowledge of Conveyancing, Civil Litigation, and the Civil Procedure Rules, particularly the rules in relation to Filing Claims, Acknowledging Service, Filing Defence.
- Ability to Draft Legal Documents such as Claim Forms, Defence, Instrument of Transfer, Leases, Licences, Discharge of Mortgage, Notices.
- Knowledge of stamping, serving, and lodging various legal documents.
- Knowledge of Records Management.
- Possess a Valid Driver's Licence and access to Motor Vehicle.
- Excellent Oral and Written Communication Skills.
- Good Time Management and Organizational Skills.
- File and lodge documents at Stamp Office, Titles Office, Court, and deliver documents to various government entities as required.
- Draft legal documents to include Claim Forms, Defence, Instruments of Transfer, Notices and other legal documents as assigned.

***Submit application in writing no later than
Wednesday, June 29, 2022 to:
Manager, Personnel and Industrial Relations,
National Works Agency,
140 Maxfield Avenue, Kingston 10 or email:
recruitment@nwa.gov.jm***

***The Agency thanks all applicants in advance. Only
individuals short-listed will be contacted.***