



LAND SETTLEMENT AGENCY

Unit : Tenure Regularisation Unit

Position : Paralegal Officer

Job Summary

Responsible for giving support to the Attorneys within the unit and to the Legal Unit as a whole through conducting research where necessary; routine monitoring of legal and policy compliance; basic drafting; vetting of documents and correspondence & overseeing / coordinating daily operations of the officers of the Unit.

Organizational Relationships

- Reports directly to the Manager TRU and Senior Attorney.
- Required to interface with other Divisions/Units involved in containment and regularization of squatters.
- Required to interface with the relevant personnel of Ministry of Housing and the Environment, High Court of Judicature Library and Industrial Court Library.

Duties and Responsibilities

- Vets and prepares legal documents, forms, contracts, statements, notes, minutes, correspondence etc.
- Takes witness statements
- Responds to standard legal and related queries from the public, within the Ministry and within the Agency and other officers of the Legal Unit
- Conducts research and/or searches within the Agency, Ministry as well as externally at the High Court of Judicature Library, Industrial Court Library, etc.
- Records verbatim notes at Court matters, tribunals and other hearings
- Prepares & drafts correspondence, reports policy and other matters as requested
- Manages and arranges litigation, pre-litigation, and potentially litigious files;
- Vets work reports and projections submitted by officers of the unit
- Attends meetings, consultations, etc. together with or as a representative of the Attorneys at Law
- Peruses and makes recommendations as to approval for legal regularization of non-contentious files/applicants
- Other related duties & responsibilities that may arise or be identified from time to time

Qualifications, Training and Experience

- Minimum of two (2) CAPE/GCE 'A' Level passes, one of which must be Law OR an Associate Degree in Paralegal Studies.
- Minimum of two (2) years' experience performing paralegal functions for an Attorney at Law.