

**THE CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO**  
**JOB DESCRIPTION – PARALEGAL**

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**Job Title:** Paralegal  
**Department:** Legal Services  
**Section:** Legal and Regulatory Services  
**Reports to:** Senior Legal Services Associate  
**Direct Reports:** NA  
**Indirect Reports:** NA  
**Contract Term:** One Year

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**JOB SUMMARY**

The **Paralegal** performs complex legal assignments and a variety of tasks to support the legal team in establishing a solid foundation for efficient court case management. The incumbent enhances the effectiveness of the Legal Associates by developing case information, evidence, settlement options, tracking cases, and supporting Legal Associates' trial procedures.

**KEY RESPONSIBILITIES AND DUTIES**

- i. Conducts a variety of research and analysis assignments, including routine legal problems and issues, prepares legal and administrative hearings documents, and reviews legislation and makes recommendations to ensure the smooth operations of the Children's Authority. .
- ii. Works in association with the Legal Associates to prepare appropriate documents for use in hearings, trials, and closings, as well as meetings within the Authority; and assists with the creation and maintenance of case files and documents for court appearances and ensures the timely filing of documents.
- iii. Conducts factual investigations, assisting with discovery and fact-checking, making sure that research undertaken is relevant to a case, all the information put together for the case is true, and presents pertinent material in an organized format.
- iv. Composes correspondence dealing with legal subject matters, utilizing considerable discretion, judgment or negotiation, and confers with Legal Associates, Attorneys, adverse parties, court officials, and other Authority departments and sections.
- v. Assists with the preparation of legal contracts, deeds, leases, and other legal papers of a routine nature.

- vi. Organises and maintains files and verifies legal records as an integral part of the implementation of an effective system of record-keeping, filing and retrieval to ensure best practices in all matters handled by the Legal Services Section.
- vii. Assists with the preparation of proposals for decision, final orders, and other decisional documents resulting from quasi-judicial hearings.
- viii. Reviews complaints in collaboration with relevant staff members of the Authority, prepares preliminary assessments of validity, and assists the appropriate section in making recommendations for follow-up action.
- ix. Performs preliminary work in assessing requests filed under the Freedom of Information Act, collaborates with the Records Administrator in determining appropriate responses, and follows through with the follow-up action.
- x. Researches relevant statutes, rulings, and precedents to be used as a basis for answering requests for legal opinions, and prepares preliminary work in the preparation of such opinions.
- xi. Maintains and improves professional and technical knowledge by attending educational workshops, reviewing professional publications, participating in professional societies, maintaining affiliations with legal networks and reporting on trends in child protection matters.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- An Associate Degree or equivalent paralegal certification from a recognized university or tertiary level institution.
- A Bachelor of Law Degree (LLB) from a recognized university or tertiary level institution would be an asset.
- A minimum of one (1) year's experience working in a legal environment.
- Any other equivalent combination of training and experience will be considered.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fundamental subjects in law, as well as public law, family law and child advocacy law.
- Excellent knowledge of the laws of Trinidad and Tobago

- Ability to interpret and apply laws, rules, and regulations relative to the work of the Children's Authority.
- Considerable knowledge of research and analysis methods.
- Some knowledge of the nature and use of tools of legal study.
- Some knowledge of the preparation of briefs and arguments for the trying of cases before state commissions and courts.
- Knowledge of the court system in Trinidad and Tobago.
- Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.
- Ability to maintain records, and prepare reports and correspondence related to the work of the Legal Services Section.
- Strong organisational skills and ability to multi-task, prioritise and meet deadlines in a fast-paced environment.
- Sound knowledge of clerical and administrative procedures.
- Demonstrated keen interest in the well-being of children, their needs and rights.
- Ability to work well with children in a sensitive and caring manner.
- Ability to work independently, as well as collaborate effectively with different groups toward achieving common goals.
- Superior attention to detail.
- Ability to read and interpret technical documents.
- Excellent customer service orientation, and the ability to deal with the public in an effective and courteous manner.
- Ability to build trust, credibility and effective working relationships with all levels of staff within the Children's Authority, and with external stakeholders.
- Must demonstrate tact, diplomacy, discretion, mature judgement and creative problem-solving skills.
- Excellent interpersonal, team spirit, network and communications skills (oral and written).
- Excellent presentation skills.
- Ability to listen and ascertain the needs of customers, find and communicate accurate information concerning process, policies and procedures to customers, and respond to customers tactfully and courteously.
- Competent in computer usage and the Microsoft Office Suite of programmes (including Word, Excel, Power Point and Outlook).