

**Personnel Department**  
**Job Evaluation Exercise for the Judicial & Legal Service**

**Job Description: Registrar, Equal Opportunity Tribunal**

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**JOB TITLE:** Registrar, Equal Opportunity Tribunal

**MINISTRY/  
DEPARTMENT:** Ministry of the Attorney General

**REPORTS TO (JOB TITLE):** Chairman, Equal Opportunity Tribunal

**SUPERVISES:** Administrative Officer IV and Research Officer II

**APPROVED BY:** *Kymal* **Chairman**  
**Equal Opportunity Tribunal**

**ISSUE DATE:**

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**POSITION PURPOSE**

The incumbent is required to provide administrative and judicial support services to the Equal Opportunity Tribunal, a Superior Court of Record, and is subject to the direction and control of the Chairman of the Equal Opportunity Tribunal to ensure the proper functioning of the said Tribunal.

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**MAJOR DUTIES & RESPONSIBILITIES**

**Administrative (30%)**

1. Organizes plans, directs and controls the activities of the support services of the Tribunal, including personnel of the General Administration, Research and Communication Units.
2. Prepares strategic plans for the Tribunal/Court in collaboration with the Chairman, Equal Opportunity Tribunal.
3. Keeps and maintains registers of all proceedings before the Tribunal/Court, including incoming complaints register, disposition register, interlocutory register and other registers related to mediation matters.
4. Keeps the official seal of the Tribunal and affixes it to documents as required by law or as may be directed by the Tribunal/Court and ensures the safe keeping of all records and documents belonging to or appertaining to the Tribunal and acts as custodian of all such records.
5. Reviews the annual budget of the Tribunal and defends it before the Ministry of Finance.
6. Formulates, monitors and supervises the execution and implementation of development projects in the Tribunal/Court such as the upgrade of the Tribunal's/Court's records management system.
7. Signs and certifies vote book, pay sheets, vouchers, cheques and other documents in the capacity of Accounting Officer and Revenue Officer of the Tribunal/Court as appointed by the Minister of Finance and Planning.
8. Prepares Notes for Cabinet and Status Reports on various issues.
9. Serves as the Accounting Officer of the Tribunal/Court ensuring adherence to the provisions of the Exchequer and Audit Act.

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##### **MAJOR DUTIES & RESPONSIBILITIES (Continued)**

###### **Judicial / Legal (70%)**

1. Scrutinizes documentation of complaints to determine whether same is in conformity with the related rules of practice and procedures of the Tribunal/Court and informs complainants in circumstance of non compliance or where there is compliance assigns a file number to the documents and despatches a copy bearing the seal of the Tribunal/Court to the related respondents.
2. Draws up orders of the Tribunal/Court and ensures the preparation of all proceedings for hearing and the publication and dissemination of judgments and relevant announcements/decisions of the Tribunal/Court.
3. Signs, seals and issues notices, summonses and subpoenas and prepares Tribunal/Court lists.
4. Provides clarification to Attorneys -at -Law and members of the public in respect of the interpretation of the Equal Opportunity Act, related rules of practice and procedures of the Tribunal and appeals against judgments and other similar and related matters.
5. Presides over proceedings relating to taxing of bills of cost and signs such allocaturs which are thereafter enforceable.
6. Adjourns and fixes new dates of hearing on behalf of the Chairman of the Equal Opportunity Tribunal when necessary.
7. Mediates between parties who have indicated a desire to settle before trial when such matters are referred by the Chairman.

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**SUPERVISORY RESPONSIBILITIES**

Directly supervises Administrative Officer IV (1), Research Officer II(1) Communication Specialist (Contract Office) (1)

Indirectly supervises the staff of the Human Resources Unit, Administrative Unit, Accounts Unit, Information Technology Unit and the Communications Unit which comprise of nine (9) established offices and thirteen (13) contract offices.

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**ACCOUNTABILITY**

Is accountable to the Chairman, Equal Opportunity Tribunal in terms of the functioning of the Registry.

Is accountable to the Minister of Finance with respect to the discharge of the functions as Accounting Officer.

Is accountable to the Auditor General's Department in terms of the expenditure of funds of the Tribunal/Court.

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**KEY CONTACTS**

**INTERNAL**

Chairman, Equal Opportunity Tribunal: to receive assignments/direction/guidance.

The entire establishment of the Tribunal – Administrative guidance.

**EXTERNAL**

Auditor General- To facilitate the conduct of Audits.

Ministry of Finance –To justify budget allocations.

Service Commission – To request staff.

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**EXTERNAL (Continued)**

Unions/Trade Unions – Advisory & Consultative.

Attorneys -at-Law - Advisory.

Supreme Court –To facilitate the enforcement of judgements of the Tribunal.

Ministry of the Attorney General - Advisory & Consultative.

Ministry of Legal Affairs –Advisory & Consultative.

Other Superior Courts of Record in the Commonwealth– To keep abreast of current trends in similar Registry/Court systems.

Chief Personnel Officer –Advisory & Consultative.

Tax Appeal Board- To provide and receive information on new developments in the Court system.

Industrial Court- To provide and receive information on new developments in the Court system.

Environment Commission- To provide and receive information on new developments in the Court system.

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**REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS**

Minimum qualifications: LLB and a LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Minimum experience: Evidence of at least five (5) years legal experience as a practicing Attorney-at –Law including administrative experience and training..

Evidence of at least one (1) year working experience in the Registry of a Superior Court of Record.

Extensive knowledge of the Laws of Trinidad & Tobago.

Extensive knowledge of the Trinidad and Tobago Equal Opportunity Act as amended by Act No. 5 of 2001and the Rules of Practice and Procedures of the Equal Opportunity Tribunal.

Extensive knowledge of the practices and principles of public administration.

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Extensive knowledge of the techniques and methods of office management.

Extensive knowledge of rules, regulation and procedures pertaining to financial and personnel operations.

**REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS (Continued)**

Excellent interpersonal skills.

Excellent management and supervisory skills.

Excellent mediation skills.

Excellent negotiation skills

Excellent problem solving skills

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**WORKING CONDITIONS & ENVIRONMENT**

Generally favorable environment