

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

Job Description: Solicitor General

JOB TITLE: Solicitor General
MINISTRY/ DEPARTMENT: Office of the Attorney General & Ministry of Legal Affairs
Department of Solicitor General
REPORTS TO (JOB TITLE): Attorney General
SUPERVISES: Deputy Solicitor General, Assistant Solicitor General, Senior
State Counsel, State Counsel III, State Counsel II, State
Counsel I
ISSUE DATE: June 1, 2002

APPROVED BY:

POSITION PURPOSE:

The incumbent works with the Attorney General and functions as a principal legal advisor to the State on constitutional matters and all other aspects of civil law. Work includes planning, organizing and directing the work of the Solicitor General's Department; providing legal advice to Government and state agencies on local, regional and international issues; and representing the State in complex legal proceedings.

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MAJOR DUTIES & RESPONSIBILITIES:

Management Responsibilities: 50%

1. Plans, organizes and directs the work of the Solicitor General's Department. This includes:
 - Allocating work to staff and assessing the need for specialist training for staff
 - Assessing staff, and recommending promotion and disciplinary action;
 - Developing managerial policies and procedures for the efficient administration of the Department and
 - Recommending budget for the Department

Advisory: 40%

1. Maintains close liaison with heads of other legal departments to ensure effective coordination on all legal matters.
2. Provides legal advice to ministries and departments of Government by interpreting and advising on complex constitutional and other civil issues including commercial matters; municipal and international law; legislative matters before Cabinet and Parliament; and matters of law reform.
3. Advises the Attorney General on legal implications of Cabinet decisions involving constitutional and other civil issues; prepares Cabinet Notes and drafts legal documents relating to Cabinet decisions.
4. Represents the Ministry/Government on Cabinet-appointed standing committees, boards and authorities.

Litigation (5%)

1. Represents the State in constitutional and other civil legal proceedings of a complex nature by:
 - Researching and reviewing laws, evidence and judgments
 - Determining precedents, whether matters should be continued or settled or whether there should be an appeal

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MAJOR DUTIES & RESPONSIBILITIES: (Continued)

- Appearing on behalf of the State in complex constitutional and other civil matters and in interlocutory proceedings at the High Court, Court of Appeal and Privy Council
- Presenting oral and written legal submissions to the Courts and
- Preparing instruments of appointments, revocations, warrants of execution and warrants of committal to prison

Negotiation: 5%

1. Functions as the legal representative of the Government, internationally, regionally and locally, in matters involving complex financial constitutional and other civil issues. This includes:
 - Representing Trinidad & Tobago's national interest at the regional and international levels
 - Negotiating agreements and treaties on behalf of Trinidad and Tobago and
 - Drafting and/or vetting documents relating to agreements, treaties and contracts.

Performs related duties as required

SUPERVISORY RESPONSIBILITIES:

Direct

Deputy Solicitor General (2) – Occasional supervision as necessary to keep informed and to monitor effectiveness/accuracy based on functional policies.

Indirect

Assistant Solicitor General (4), Senior State Counsel (10), State Counsel III (6), State Counsel II (7), State Counsel I (11), Senior Legal Officer (contract position) (1), Legal Officer (1), Secretary (1)

Direct Supervision- Involves guidance and direction over individuals who report to and are directly responsible to the supervisor. Includes supervision of work, training and personnel functions.

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ACCOUNTABILITY:

Complete Responsibility- The incumbent has the relevant authority to take whatever action is deemed advisable or necessary to carry out the duties of the Solicitor General which include the following:

- Recommend whether civil matters should be settled, litigated or appealed
- Represent the State at the High Court, Court of Appeal and Privy Council
- Draft, vet and prepare legal documents of a civil nature on behalf of the State
- Negotiate agreements or treaties on behalf of the State
- Research & dispense legal advice to Ministries/Departments and state agencies on all matters of a civil nature
- Appraise staff, and recommend appointment, promotion, training and disciplinary action
- Recommend budgetary allocations for the Department

KEY CONTACTS:

INTERNAL

The Office of the Attorney General & Ministry of Legal Affairs i.e. other Heads of Department- Chief State Solicitor, Chief Parliamentary Counsel, Registrar General, Director, Public Prosecutions, Chairman of Law Reform Commission, Chairman of the Law Revision Commission – Advisory & Consultative

Registry Personnel- obtain files when requested, maintain proper filing procedures

Administrative Staff and Support Staff- on daily operations

Human Resource Department – on staff related matters

Permanent Secretary - general administration and finance

Library Staff – on daily operations

Reception Staff – on daily operations

Security Personnel – on daily operations

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KEY CONTACTS: (Continued)

EXTERNAL

Staff of various Ministries and other Statutory Authorities – advisory & consultative

Staff of the Cabinet Secretariat -advice and guidance

Secretary to the President with respect to provision of advice and legal opinions sought

Private Attorneys-at-Law who represent the other parties in litigation matters to discuss conduct of matters

Banking Officials- seeking clarification on documents

Oversees Counsel (Solicitors in London) and Counsel appearing on behalf of the State before the Privy Council

Foreign Attorneys at Law Firms- advisory and consultative

Officials of the World Bank, Inter-American Development Bank and other international organizations- advisory and consultative

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS:

Minimum qualifications: LLB and a LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

LLM (optional)

Minimum experience: Ten (10) years experience as an Attorney-at-Law in the following areas- Advocacy, Advisory, Contracts, Commercial Matters, Civil Law and Management Training

Extensive experience in a Supervisory/ Management position in a legal environment

Extensive knowledge of the Laws of Trinidad & Tobago

Extensive knowledge of the principles of civil law and the methods and practices of pleadings

Extensive knowledge of the principles and techniques of trial advocacy

Extensive knowledge of the principles, methods, materials, practices and references utilized in legal research

Extensive knowledge of court procedures and of the rules of evidence

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS: (Continued)

Extensive knowledge of legal principles, practices and proceedings

Extensive knowledge of Government procedures and practices

Superior advocacy skills

Superior analytical and reasoning skills

Superior interpersonal skills

Superior communication skills both written and oral

Superior negotiation skills

Superior computer skills

WORKING CONDITIONS & ENVIRONMENT:

Long working hours with tight deadlines

Large volume of work

Required to attend Court on a regular basis