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**GOVERNMENT OF SAINT LUCIA**

**SPECIAL PROSECUTOR’S OFFICE**

**Applications are invited for the position of Crown Counsel IV of the Special Prosecutor’s Office – Attorney General’s Chambers. The principal responsibilities, for the position and qualification requirements are provided below.**

***RELATIONSHIP AND RESPONSIBILITIES***

1. Provision of professional efficient and ethical legal services to the Government of Saint Lucia in matters related but not limited to the conduct of prosecuting matters of corruption and overseeing civil recoveries.
2. Works under the direction of and reports to the Special Prosecutor.
3. Required to respond whenever necessary to the Attorney General on matters related to work in progress.

**Duties and Tasks**

1. Provides assistance to financial investigators on complaints by searching reference books, statutes, appeals decisions, and identifying case law on procedural, evidentiary and substantive legal issues.

2. Provides advice and guidance on legal precedents, procedures and requirements.

3. Obtains documents from government departments and ministries required to prepare cases for trial.

4. Researches and analyses documents and case law to ensure the accuracy of advice given to the Special Prosecutor, Police Department and Special Investigators.

5. Attends meetings and negotiations with opposing parties to facilitate early settlement of civil recovery claim.

6. Negotiates settlement of civil recovery matters.

**Conditions**

1. Functions in a schedule traveling post and receives basic traveling allowance in accordance with approved rates.

2. Required to maintain a motor vehicle for the proper performance of duties.

3. Accommodation provided in a general administrative office.

4. Institutional support is provided through appropriate civil service regulations and departmental guidelines.

5. Salary is in accordance with the terms and conditions stipulated by Government.

6. This post is non-pensionable.

**Evaluation Method**

Work performance will be evaluated on the basis of the following;

1. Demonstrated supervisory capabilities and interpersonal skills.

2. Punctual and consistent attendance to duties.

3. Number of cases investigated.

4. Compliance with Ministry guidelines and standard operating procedures.

5. Effective implementation of duties, responsibilities and assignments as defined in the job description.

6. Compliance with and responsiveness to supervision.

7. Performance evaluation method will be conducted in accordance with the method contained in the Staff Orders for the Public Service of Saint Lucia.

**Skills, Knowledge and Abilities**

1. A sound working knowledge of the laws of Saint Lucia.

2. A working knowledge of and ability to interpret legislation, civil service rules and regulations, collective agreement.

3. Extensive knowledge of the criminal and civil court procedure.

4. Extensive knowledge of legal principles, practices and proceedings.

5. Knowledge of government procedures and practices.

6. Ability to plan and organise work and prepare clear concise reports.

7. Ability to analyze issues, make interpretations and sound recommendations.

8. Proven ability to solve legal problems in a methodical and practical way.

9. Ability to communicate persuasively and clearly, both orally and in writing.

10. Self-motivated and a proven ability to work well as part of a team.

**Qualifications and Experience**

1. Masters Degree in Law plus Legal Education Certificate with three (3) years’ experience in a post at Grade 17.

2. A Bachelor’s Degree in Law and a Post Graduate Diploma plus Legal Education Certificate with six (6) years of experience in the legal field.

Compensation will be commensurate with qualifications and experience and will be in accordance with the terms stipulated by the Attorney General’s Chambers.

***Suitable qualified applicants will be acknowledged and invited for an interview.***

Application with resume including the names and contact details of two referees must be submitted in a sealed envelope marked: Confidential - Application for the Position of Crown Counsel IV, Special Prosecutor’s Officer and must be sent to:

**The Permanent Secretary**

**Attorney General’s Chambers**

**2nd Floor, Francis Compton Building**

**Waterfront**

**Castries**

OR

By email, signed and in pdf format to: [ps.agchambers@agchambers.govt.lc](mailto:ps.agchambers@agchambers.govt.lc). Deadline for receipt of applications: 11th July, 2025.