

COURT OF APPEAL – BELIZE

JOB DESCRIPTION

JOB TITLE: CHIEF REGISTRAR
DEPARTMENT: COURT OF APPEAL REGISTRY
LOCATION: MAIN OFFICE

1. POSITION SUMMARY – OVERVIEW

This position is responsible for supervising the overall functions of the Court of Appeal Registry. It manages work functions relating to Court of Appeal matters, and provides administrative, legal and research support to Court of Appeal and responds inquiries from the judiciary, lawyers and the public. The job also spans: supervising staff and providing support to the staff; assisting the Judges when requested to do so; liaising with Registrars, Lawyers and other officers; assisting the Chief Justice and when requested any other Judge with the drafting of judgments and the conduct of legal research, and supervising digital systems and data input for the High Court and Court of Appeal.

The job is deemed to be effective, efficient and relevant when:

- Registry personnel are adequately trained.
- Functions executed are in accordance with the rules of the Court of Appeal.
- Judges receive timely and professional assistance.
- The image of the court is very positive.
- Required reports are completed on a timely basis.
- The Work Plan for the department is successfully executed and within the limits of the budget.

2. NATURE AND SPAN OF CONTROL

2.1 This position reports directly to: Chief Justice

2.2 Position(s) reporting directly to the incumbent: Registrar, Deputy Registrar, Assistant Registrar and Judicial Research Assistant

3. LIAISON

3.1 The incumbent liaises internally with:

- Registrar
- Deputy Registrar
- Assistant Registrar
- Justices of Appeal
- Court of Appeal Registry Staff
- High Court Judges
- High Court Registry Staff
- Information Technology Department
- Records and Archives Unit

3.2 The incumbent liaises externally with:

- Attorney General
- Director of Public Prosecutions
- Lawyers
- Bar Associations
- General Public

4. REQUIRED EDUCATION/EXPERIENCE/SKILLS

The job requires the equivalent of a Bachelor of Laws Degree along with a Certification of Legal Education or similar qualification. The incumbent should also have sound working knowledge and training in:

- administration practices and procedures;
- interpretation, application, administration and enforcement of laws;
- civil and criminal practice and procedures Rules of Belize;
- Information Technology applications;
- supervisory management; and
- effective communication skills both orally and in writing.

5. REQUIRED EXPERIENCE

The job requires about five (5) years prior relevant working experience in a similar environment. Ideally, the candidate should gain his/her experience from any one or a combination of the following:

- A High Court
- A Law Firm
- The Legal Department of a large corporation
- An Attorney General's Chambers
- Public Sector

6. DEMAND/PRESSURE OF THE POSITION

The job is carried out in an environment characterized as follows:

- Regularly works at high pace to complete tasks.
- Occasionally exposed to irate members of the public.
- Usually visually taxing due to prolonged periods at the computer.
- Frequently sits for long periods to perform duties.

7. DUTIES AND TASKS

The incumbent is required to perform the following duties:

- Manage the overall functions of the Court of Appeal Registry and supervise the daily functioning of the Registrar, Deputy Registrars and Assistant Registrar.
- Ensure that the Registry Staff are properly directed, supervised, assisted or trained in the execution of their duties of the Registry.
- Report on operations and functions of the Court of Appeal and High Court Registries at Management meeting when required.
- Maintain regular conduct with Registrars on general administrative matters of the Registries.
- Liaise with Registrars on Court of Appeal matters as well as High Court matters.
- Prepare and revise the annual calendar of Court of Appeal Activities.
- Notify relevant agencies of Court Sittings when required.
- Give directions with respect to the procedural conduct of Court of Appeal matters as and when required.
- Perform such judicial work of the Court of Appeal as prescribed by statute and the Civil Procedure Rules.
- Consider and determine procedural and other applications as prescribed by the Rules of Court.
- Conduct case management conference.
- Ensure that applications comply with the laws of Belize.

- Conduct research when required.
- Provide feedback on status of applications.
- Maintain digital systems of the High Court and Court of Appeal and oversee input of data.
- Assist in the formulation and implementation of policy and procedures for the Court of Appeal.
- Organize and manage the general administration of the Court's Registry to include budgeting and monitoring of financial expenditure.
- Plan, direct, and monitor staff performance, development, recruitment, and appraisal.
- Coordinate the delivery of judgments of the Court of Appeal and finalizing digest.
- Route all correspondence received from the Records and Archives Unit to the relevant persons.
- Settle records in Appeal matters to the Caribbean Court of Justice.
- Assist with court protocol functions.
- Assist the Chief Justice and the Executive Legal Assistant to the Chief Justice in developing and updating rules in relation to the procedures of the several Divisions of the Court as well as the Court of Appeal.
- Manage the processing of applications for appointment of Notaries Public and Commissioners of Oaths.
- Maintain a quarterly record of all outstanding judgments for presentation to the Chief Justice.
- Maintain regular weekly meetings with the Registrar on matters relating to the work of the Court of Appeal Registry and the office of the Chief Registrar in general.
- Undertake such other relevant duties as may be assigned by the Chief Justice and Justices of Appeal.
- Any other related duties as may be assigned from time to time.

8. ACCOUNTABILITY/RESPONSIBILITY FOR INDEPENDENT ACTIONS

The incumbent is expected to initiate and be accountable for:

- ensuring compliance with Court of Appeal rules;
- ensuring that the relevant notices are forwarded to parties in relation to Court of Appeal matters;
- giving directions with respect to the procedural conduct of Court Appeal matters;
- liaising on a regular basis with the Justices of Appeal with regard to scheduling and management of hearings, delivery of judgments and any other matters requiring attention; and
- ensuring the validity and integrity of all appellate data inputted on the Court of Appeal's digital system.

9. SPECIFIC TASKS OR DUTIES.

The incumbent is required to perform the following duties among others:

- 9.1** Liaise with members of the Legal Profession and other stakeholders on Court related matters.
- 9.2** Sign Notices, Orders, Certificates of Result.
- 9.3** Carry out legal research and draft judgments for the Chief Justice and when required other Judges as necessary.
- 9.4** Liaise with the Court Offices on compliance with rules of procedure and administrative directions.
- 9.5** Ensure that the relevant reports and case flow information are produced and circulated to the relevant persons according to the established procedures and guidelines.
- 9.6** Manage the overall operations of the Court of Appeal Registry.
- 9.7** Liaise with High Court Registrars and Court of Appeal Registrar on matters relating to Appeals when necessary.

- 9.8 Respond to all incoming emails and letters relating to the work of the Registry.
- 9.9 Assist with the conduct of Case Management Conferences.
- 9.10 Identify long-term and short-term needs including the determination of equipment and staffing needs.
- 9.11 Develop background information to support budget request relating to the Court of Appeal Registry with the preparation of the budget submission.
- 9.12 Liaise with the Chief Justice and Justices of Appeal on Court of Appeal Registry matters.
- 9.13 Report to the Chief Justice on a weekly basis on the performance of the Court of Appeal Registry and on any other matters which may require attention and discussion.
- 9.14 Ensure that all arrangements for the Court of Appeal Sittings are in place, including sending of relevant notices to the Government Printery, Correctional Facility, Police Commissioner for provision of Gazetted Officers and for the provision of meals for the Sitting.
- 9.15 When required, assist in the preparation of Draft Orders for review by the Chief Justice or Justices of Appeal.
- 9.16 Assist the Chief Justice with any of the functions of that office as and when required and any other related duties as may be assigned from time to time.

10. PERFORMANCE IMPACT

The job impacts on the effective functioning of the Court of Appeal as well as the public image of the Court.

APPROVAL

INCUMBENT (print name)

DATE

INCUMBENT (signature)

DATE

SUPERVISOR (print name)

DATE

SUPERVISOR (signature)

DATE