

Ministry of Justice and Public Safety
VACANCY NOTICE
Post of Magistrate, Magistrates Court

Applications are invited from suitably qualified persons for the post of Magistrate, Magistrates Division, Ministry of Justice and Public Safety. The details of the post are set out below:

- POST:** Magistrate, Magistrates Division
- QUALIFICATIONS:** Bachelor of Law Degree
Legal Education Certificate
At least seven (7) years experience as an advocate in a Court having unlimited jurisdiction in civil matters in some part of the Commonwealth.
- SALARY:** \$64,728.00 per annum.
- TRAVELLING ALLOWANCE:** \$5,844.00 per annum (provided the officer maintains a car for the performance of official duties).
- HOUSING ALLOWANCE:** \$18,000.00 per annum.
- DUTY ALLOWANCE:** \$18,000.00 per annum.
- UTILITIES:** Free telephone (limited to local calls); Free Electricity; Free Water.
- VACATION:** Twenty-seven (27) working days per annum, and in accordance with existing regulations.
- SICK LEAVE:** Thirty (30) calendar days during the period of twelve (12) months.
- The Salary and allowances shall be paid in equal monthly installments.
- DUTIES:**
- (a) adjudicate all criminal, quasi-criminal and civil cases within the limits prescribed by the Magistrate's Code of Procedure Act, Cap. 225 and any other law;
 - (b) conduct coroner's inquiries and licensing sessions;
 - (c) hear affiliation matters, certain matrimonial matters and other matters relating to the custody of children;
 - (d) conduct juvenile court;
 - (e) preside over certain Appeal Boards (e.g. Income Tax and Property Tax, etc.)
 - (d) perform other judicial and administrative functions (e.g., issuing of warrants and granting of bail) when called upon to do so by the Police on Sundays and Public Holidays;
 - (g) perform any other duties which may be assigned by the Chief Magistrate, or as required by statute.
- GRATUITY:** 12½% of aggregate basic salary drawn during the period of employment (if employed on Contract).

N.B. The Officer selected will be required to contribute towards the Education Levy, Medical Benefits and Social Security

Schemes. There will also be a deduction in the form of personal Income Tax. Employment will be subject to medical fitness.

HOURS OF WORK:

- (1) Mondays to Thursday 8:00 a.m. to 4:30 p.m.
Fridays 8:00 a.m. to 3:00 p.m.
- (2) Notwithstanding (1) above, the nature of the duties will require the Officer to perform work outside of the mentioned above, on Saturdays, Sundays and Public Holidays when necessary.

Applications stating qualification, experience, the names and addressed of at least two (2) references, along with copies of Certificates should be sent on or before the 2nd day of June, 2008.

**The Permanent Secretary
Ministry of Justice and Public Safety
Government Office Complex
Parliament Drive
St. John's
ANTIGUA**