



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 253** **OSC Ref. C. 4468<sup>7</sup>**

27<sup>th</sup> July, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Crown Counsel (JLG/LO 3)** in the **General Legal Advice Division, Attorney-General's Chambers**, salary range \$2,739,230 -\$3,256,084 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general direction and management of the Deputy Solicitor- General, the Crown Counsel is responsible for providing high quality general legal advice to various Government Departments, Ministries and Agencies.

#### **Key Responsibilities**

- Prepares and renders sundry legal opinions to Government Departments, Statutory Bodies and Public Companies on a myriad of legal issues;
- Interprets Statutes;
- Negotiates settlements;
- Attends meetings;
- Vets and drafts contracts;
- Conducts a range of legal research and provides legal advice;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

#### **Required Knowledge, Skills and Competencies**

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong client relations skills
- Excellent planning and organizing skills
- Excellent time management skills
- Ability to complete assigned tasks in a timely manner
- Ability to cope with heavy workloads, whilst maintaining accuracy
- Ability to interpret and apply legislation and precedent
- Proficiency in the use of relevant computer applications

#### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree (LLB);
- Certificate in Legal Education;
- Three to Four (3-4) years' experience at the Bar, in Advocacy and Litigation.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 11<sup>th</sup> August, 2021 to:**

Director, Human Resource Management and Administration  
Attorney-General's Chambers  
First Floor, North Tower  
NCB Towers  
2 Oxford Road  
Kingston 5

Email: [HRM@agc.gov.jm](mailto:HRM@agc.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**