

Tuvalu Government – Job Description



Position Title:	Professional Assistant	
Salary Band:	T1 – T3	Salary: \$15,448 to \$29,287
Ministry and Department:	Office of the Prime Minister	Office of the Judiciary
Location:	Funafuti	
Reports to:	Senior Magistrate	

JOB PURPOSE

The Professional Assistant is an administrative professional responsible for managing the non-judicial operations of a court, including maintaining accurate records, managing case-files and schedules, and supporting judicial officers and attorneys during legal proceedings.

KEY RESPONSIBILITIES

1. To manage and supervise the Court Registry for all matters and proceedings (except land).
2. Manage case documentation, coordinating court schedules, and providing essential support to the judiciary, legal practitioners and the public.
3. Manage and maintain accurate, up-to-date case files and records, both physical and electronic.
4. Manage the administration of appeals process.
5. Play a role of secretariat when required.
6. Examine legal documents submitted to the court registry for adherence to laws and court procedures.
7. File, index, and retrieve documents and records as necessary.

MAIN DUTIES AND OUTCOMES

1. To coordinate and manage the case lists and proceedings of the Senior Magistrate Court.
 - a. Prepare dockets and calendars of cases to be called.
 - b. Schedule and coordinate court appearances, hearings and trial, notifying all involved parties.

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2. Register claims on the Case Management system immediately upon filing.
3. Draft Court summons, orders, directions, subpoenas or warrants, as directed by the court.
4. Act as a liaison between the court and external agencies, such as law enforcement and social services etc.
5. Keep true and accurate minutes of all proceedings, including judgments and orders.
6. Ensure cases are disposed within 90 days of filing.
7. Prepare and submit quarterly reports to the Senior Magistrate, outlining the cases heard, outcomes and court expenditures.
8. Assist with logistics and the coordination of events for the office.
9. And any other duties as directed by his/her immediate supervisor.

MANDATORY REQUIREMENTS:

Must have a diploma in Office administration/Secretarial work AND should have 3 years of working experience as a Court Registrar or Clerk.

DESIRABLE REQUIREMENTS:

Very good written and oral communication skills (both in Tuvaluan and English)	Excellent filing skills and management
High level of independence	High-level attention to detail and accuracy
Good Microsoft office and computer skills/database	Sound knowledge of Tuvalu's legal system and laws
Very good time management skills	Good organizational and customer service skills
Knowledge of legal terminology, procedures and court rules.	Understanding of record-keeping principles and practices.
Excellent organizational and time-management skills	Ability to maintain confidentiality and exercise discretion when handling sensitive information
Ability to work effectively under pressure and handle stressful situations with professionalism.	Strong interpersonal skills to interact with a diverse range of people including judges, lawyers and the general public.