

## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

#### **JOB IDENTIFICATION:**

<b>POSITION TITLE:</b>	<u>ASSISTANT LAW REVISER</u>
<b>MINISTRY/DEPARTMENT:</b>	<u>MINISTRY OF LEGAL AFFAIRS</u>
<b>LOCATION: - DIVISION/SECTION:</b>	<u>LAW REVISION COMMISSION</u>

#### **JOB SUMMARY:**

This job requires the incumbent to provide legal support services to the Chairman, Law Revision Commission. The incumbent in so doing is required to research and identify amendments made to the Laws of Trinidad and Tobago; incorporate the amendments and prepare the consolidated versions and proofreads the consolidated versions to ensure its accuracy.

#### **REPORTING RELATIONSHIPS**

**REPORTS TO:** CHAIRMAN LAW REVISION COMMISSION

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**SUPERVISION GIVEN TO:** NON SUPERVISORY POSITION

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#### **DUTIES AND RESPONSIBILITIES:**

- Under the direct supervision of the Chairman, assists with the revision, annotation and updating of legislation.
- Researches and identifies Acts and Subsidiary Legislation to be included in the revised laws.
- Undertakes the redrafting of provisions in any written law in all cases where it is necessary to do so, in particular –

to shorten, simplify, clarify and otherwise alter the phraseology of any written law;

to make such modifications and adaptations and to attach such qualifications and exceptions to any written law as may appear to be necessary or desirable by reason of changes in the Constitution of Trinidad and Tobago or of any Commonwealth territory or generally in the circumstances of Trinidad and Tobago or in the Government or the Public Service thereof;

- Assists the Chairman with the vetting of hard copies, to ensure that all amendments have been correctly inserted into any particular law.
- Liaises with the Chief Parliamentary Counsel's Department and Parliament Secretariat with respect to any anomalies.
- Assists generally with proofreading and pagination.
- Conducts necessary research as directed by the Chairman.
- Liaises with the Chairman on the interpretation of amendments.
- Assists the Chairman with the creation and continuous updating of a Master File of Laws to be revised.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Broad knowledge of laws and legal systems.
- Sound knowledge of the Constitution and Interpretation Act.
- Ability to undertake legal research.
- Familiarity with various types of legislative instruments.
- Good research and writing skills.
- Good proofreading skills

**EXPERIENCE AND TRAINING:**

- Admitted to practice law in Trinidad and Tobago or the holder of a Bachelor of Laws Degree from a recognised College or University with two (2) or more years post qualification experience in a legal environment.
- Experience in legislative drafting or law revision would be an asset.