



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Employee:		Employee ID:	
Salary Scale:	[\$20,857.50 - \$27,308.89]	Position:	Registry Officer
Level	RO 01	Duty Station	Lautoka
Reports to:	Officer in Charge Senior Legal Officer	Direct Report	N/A

Objective

The Registry Officer provides high-quality, professional and efficient support to all staff of the Legal Aid Commission ("**the Commission**"). The role involves driving, servicing legal documents as well as closing and archiving of all litigation files. The Registry Officer plays a support role to the Receptionist and the Client Information Officer.

Key Responsibilities

Duties include but limited to:

- Safely drive the Commission's vehicles to transport staff between the Commission, the Courts and Clients.
- Maintain a clean and organized vehicle
- Perform routine vehicle inspections and report any maintenance issues
- Provide exceptional customer service during interaction with Commission's staff, clients and Court Personnel
- Close and archive litigation files once cases are completed or resolved.
- Retrieve and manage files as requested by the Litigation Team
- Carry out servicing of legal documents from the Commission
- Archive closed client files after following due procedures
- Demonstrate and Promote the Commission's image and values.

Person Specification

A Diploma in the field of Administration is essential. A valid driver's license with a clean driving record is a must.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- At least 3 years' of continuous experience in a similar role

- Ability to drive Manual Transmission Vehicles
- Strong written and oral communications skills together with excellent public relations and customer service skills.
- Proven reliability, punctuality and must possess strong work ethics
- Strong organizational skills and attention to details
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in office software and management systems.

Eligibility

All applicants for employment in the Legal Aid Commission will be required to provide a medical and police clearance as a pre-requisite condition for employment.

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment hence this job description may be reviewed to accommodate the change.

Registry Officer

Date

Officer in Charge

Date