



OFFICE OF THE JUDICIARY

VACANCY NOTICE Judicial Research Counsel

Applications are invited from suitably qualified persons for appointment as Judicial Research Counsel within the Supreme Court of The Commonwealth of The Bahamas, Nassau, New Providence.

The successful applicant would report to The Hon. Chief Justice and the Registrar of the Supreme Court.

Key Responsibilities:-

- Conduct research in connection with court actions, applications and on legal issues assigned by a Justice of the Supreme Court;
- Prepare first draft of judgments and reasons for review by Justices of Supreme Court;
- Review and summarize evidence, procedural history and legal issues in relation to matters before the Supreme Court;
- Attend hearings and discuss the relevant legal issues;
- Prepare headnote of judgments;
- Format, edit and proofread completed judgments in preparation for delivery;
- Liaise with all staff in the Supreme Court Registry and clerks of the court as necessary with regard to listings;
- Perform such other duties as may be assigned by the Chief Justice and or the Registrar.

Required Skills, Knowledge & Abilities:-

- **Analytical Ability** – Accurately identifies key elements to legal issues and presents logical, and clearly presented arguments. Knows how to conduct thorough and accurate legal research.
- **Written and Oral Communication** – Expresses thoughts clearly and effectively, using appropriate style and reflective of a good command of the spoken and written language.
- **Making Effective Decisions** – Uses sound judgment to provide accurate and professional advice. Makes appropriate decisions or deductions from information presented.
- **Time Management** – Can demonstrate independent planning, organizing and good time management when working under pressure and the ability to work on tasks alone.
- **Collaborating & Partnering** – Creates and maintains positive, professional and trusting working relationships with a wide range of people and can adapt communication style to different situations.
- **Drive and Determination** – Uses own initiative and is motivated to do well and complete clear objectives. Determined to succeed. Must have a high level of energy and drive to be able to cope with multiple demands.
- **IT Skills** - Exceptional knowledge of legal research databases. Particularly LexisNexis, Justis, WestLaw, and JustCite. Proficiency in Microsoft Office suite of programs. Specifically Word, Excel and Access.

Qualifications and Experience:-

- Bachelor of Laws Degree from an accredited institution
- Admitted to the Bar of the Commonwealth of The Bahamas or proof of approval for admission by 30th December 2021.

Remuneration is commensurate with experience.

The appointment will be for two (2) years.

Interested persons should email a cover letter and resume to the Registrar of the Supreme Court at geofrickahepburn@bahamas.gov.bs or delivered by hand to the Office of the Registrar, Second Floor, Supreme Court Annex 1, East and Shirley Streets, Nassau, The Bahamas **on or before Friday, 10th September 2021.**