

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> <i>Office of the Attorney General</i>	<b>3. Salary Level:</b> 18-15/14-12	<b>4. Division:</b> <i>Corporate Service Division</i>																																																																								
<b>2. Position Title:</b> Law Clerk	<b>6. Direct Reports:</b> Attorney General, SG, DPP, DLD																																																																									
<b>5. Reports To:</b> <i>Attorney General</i>	<b>7. Primary Objective of the Position:</b> Responsible for doing clerical works and operational tasks to assist in the legal profession																																																																									
<b>Position Overview:</b> <i>Sorting information and documents for filing according to database and record management system protocols.</i>																																																																										
<b>9. Financial:</b> <ul style="list-style-type: none"> <li>i. Recurrent budget</li> <li>ii. Annual financial assistant</li> <li>iii. Control and verifying Administration department order.</li> </ul>																																																																										
<b>11. Internal Stakeholders:</b> Lawyers and Corporate Staff To be referred to manager:																																																																										
<b>12. External Stakeholders:</b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Subject</th> <th>MEHR</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>Donors</th> <th>PUB/PWU</th> <th>Crewing Agent</th> </tr> </thead> <tbody> <tr> <td>Damage</td> <td align="center">✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Maintenance</td> <td align="center">✓</td> <td></td> <td></td> <td></td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Injuries</td> <td align="center">✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Purchasing</td> <td></td> <td align="center">✓</td> <td></td> <td></td> <td></td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Certificates</td> <td></td> <td></td> <td align="center">✓</td> <td></td> <td></td> <td></td> <td></td> <td align="center">✓</td> </tr> <tr> <td>Courses</td> <td align="center">✓</td> <td></td> <td></td> <td align="center">✓</td> <td></td> <td></td> <td></td> <td align="center">✓</td> </tr> <tr> <td>Regulations</td> <td align="center">✓</td> <td></td> <td align="center">✓</td> <td align="center">✓</td> <td></td> <td></td> <td></td> <td align="center">✓</td> </tr> </tbody> </table>			Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent	Damage	✓						✓		Maintenance	✓				✓				Injuries	✓								Purchasing		✓				✓			Certificates			✓					✓	Courses	✓			✓				✓	Regulations	✓		✓	✓				✓
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<b>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: e.g, 1. Human resource Development and 5. Good Governance</i></li> <li>▪ <i>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>																																																																										
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>																																																																								
Customer Service and Clerical Support	<ul style="list-style-type: none"> <li>• Interact with customers to address</li> </ul>	<ul style="list-style-type: none"> <li>• Customer's satisfaction is improved.</li> </ul>																																																																								

To be referred to Manager: **SRO**

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	<ul style="list-style-type: none"> <li>• their concerns and answer their queries.</li> <li>• Answering of calls and making calls to key customers.</li> </ul>	
Database Update	<ul style="list-style-type: none"> <li>• Updating the database for all Legal Divisions - Criminal, Civil and Drafting.</li> </ul>	<ul style="list-style-type: none"> <li>• Database is updated in a timely manner</li> </ul>
Mail Recording	<ul style="list-style-type: none"> <li>• Recording of outward mails and inward mails.</li> <li>• Putting up inward mails to concerned officers and filing them to their allocated files.</li> <li>• Updating inward mail record and producing monthly reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Inward mail database is updated</li> <li>• Timely Monthly reports</li> </ul>

<b>14. Key Challenges</b>	
<ul style="list-style-type: none"> <li>- monthly reports</li> <li>- progressive reports</li> <li>- working with limited resources</li> <li>- working outside working hours</li> </ul>	<p><b>15. Selection Criteria</b></p> <p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Certificate in Law is an advantage</p> <p><b>Experience:</b> Have at least 6 months work experience in legal field</p> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• Legal practice</li> </ul>

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	<p><b>15.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"><li><b>1. Knowledge:</b> Customer Service</li><li><b>2. Skills:</b> Communication Photocopying Social perceptiveness Active listening</li><li><b>3. Attributes.</b> Efficient Effective Innovative Professional Hardworking and dedicated</li></ol>
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