

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	CS - 007
Job Title:	Legal Clerk
Location:	Head Office
Department:	Corporate Services
Reports to:	Assistant Director Corporate Services and/or Director of Corporate Services
Supervises:	No supervisory responsibility
Purpose:	To provide assistance to the Legal Department

MAIN DUTIES AND RESPONSIBILITIES

- To file and serve all pleadings and other legal documents.
- To assist in accepting service of legal documents on behalf of the Company.
- To ensure for the swearing and/or notarizing of Affidavits, Deeds, Powers of Attorney and other legal documents as required.
- To ensure that all documents are included in all case files.
- To retain a register and copies of the official gazette.
- To conduct searches at the Registry of the High Court of the Supreme Court of Judicature.
- To deliver all confidential Corporate Services documents related to GWI.
- To perform other related duties and responsibilities consistent with the purpose and level of the post.

EDUCATION

- At least four (4) subjects at CXC or CSEC including Mathematics and English Language.
- Must be computer literate

EXPERIENCE

- A minimum of two (2) years experience working as a legal clerk or in the Court system.
- Knowledge of court procedures, filing and serving legal documents
- Should have some knowledge of legal terminology and phrases.

SKILLS

- Developed interpersonal skills
- Good organizing skills
- Good communication and documentation skills

REQUIREMENTS

- A valid Motor Cycle license.