

THE JUDICIARY
COURT MANAGEMENT SERVICES

JOB DESCRIPTION

JOB TITLE	Case Progression Officer
PRESENT JOB GRADE	GMG/AM 4
POST NUMBER	-
DIVISION	Supreme Court
REPORTS TO	Court Administrator
DIRECT REPORTS	None
INDIRECT REPORTS	Director CCCO

JOB PURPOSE (reason for job existing)

To Proactively drive forward the effective and efficient progress of cases to a successful conclusion. To reduce adjournments, unnecessary witness attendance at Court, and the number of ineffective trials, ensuring all cases are ready to proceed at the earliest Court hearing date.

STRATEGIC OBJECTIVE(S) (statements of intent of what the post seeks to achieve)

KEY OUTPUTS (results, deliverables)

- Working relationship established
- Witness confirmed
- Pre-trial hearing arranged
- Trial file reviewed
- Relevant documents enclosed
- Case monitored
- Court updated
- Stakeholders informed

- Compliance monitored
- Case progression reported

JOB RESPONSIBILITIES (activities)
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TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Liaises with key stakeholders in Justice System ensuring readiness of all stakeholders for the case to progress to trial;
- Establishes a working relationship with relevant stakeholders to ensure the timely resolution of witness problems and that the witness is conformed to attend Court;
- Liaises with Counsel, witness, Police, Defence and Court Staff attending case conferences;
- Manages incoming communications and facilitate timely response and action required are completed expeditiously;
- Arranges pre-trial hearing;
- Presents unresolved matters at the Pleas and Case Management Hearing for resolution;
- Provides updates to the Court on any matters which may affect the Case Progression;
- Informs parties of Judicial Orders and Directions made at the Plea and Case Management Hearings;
- Monitors compliance with Judicial Orders and Directions;
- Track cases to ensure papers are prepared and served within agreed time frame;
- Implements, reviews and Maintains systems to enable prioritisation of cases ensuring proactive and effective case progression;
- Ensures all trial files are reviewed in advance of the trial date to ensure trial readiness, checks are completed and communicated to the Courts;
- Ensures all Special category cases are flagged, captured and tracked for progress;
- Reviews Case Progression processes;
- Performs any other duties assigned.

CONTACTS

Internal

Contact	Purpose
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Court Staff	To Receive provide information
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External

Contact	Purpose
Defence	To receive or provide information and to ensure that adherence to Judicial Orders and Directions.
Police	
Crown Counsel	
Ministry of Health	
Forensic Laboratory	
Correctional Service	
Witness	

PERFORMANCE INDICATORS (how success will be measured)

- Liaison is established in a professional and timely manner
- Witness confirmed in accordance with established practice and agreed time frame prior to trial date
- Information provided to stakeholders is Sound, accurate and timely
- Pre-trial hearing arranged in accordance with established practice and time frame
- Trial files reviewed in agreed time frame and have all the correct information for trial
- Court updates accurately reflects the activities of the case and given the agreed time frame
- Compliance to Judicial Orders and Directions are monitored in the agreed time frame
- Case monitored in accordance with established time frame
- Case progression report accurately represents matters and processes affecting case progress

KEY COMPETENCIES

• Education

Bachelors Degree in Social Science or its equivalent

Training in Paralegal Studies would be an Asset

• Experience

Minimum of three (3) years experience in legal environment

■ Knowledge and Skills:

- Knowledge of Court/Judicial procedures
- Knowledge of the Resident Magistrate's Court Act and other relevant legislation

- Excellent oral and written communication skills
- Good research skills
- Good organizational and time management skills
- Excellent interpersonal relations skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work with all kinds of clients
- Ability to pay attention to details
- Ability to work under pressure and meet deadlines
- Proficient in the use of relevant computer applications
- Ability to use initiative

AUTHORITY

WORKING CONDITIONS

Working extended hours to deal with disputes and other staff issues

VALIDATION

This document is validated when CMDs Branch agreement is signified below:

Name of CMD Officer_____

Job title of CMD Officer_____

Signature of CMD Officer _____

Date_____