

Job Title:	Deputy Registrar – Criminal & Civil Court
Division:	High Courts
Responsible To:	Registrar – High Courts
Responsible For:	Three
Job Purpose:	<p>The role of the Deputy Registrar – Criminal & Civil Court is to oversee the management and administrative compliance of the criminal and civil sections of the High Courts and related tribunals and boards within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is an advanced specialist role requiring significant expertise and experience with specialized skills and knowledge in legislation and regulations, policy development and implementation, management, legal and court processes, police, probation, and prison processes, registry and records management, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>The position is considered an expert on criminal and civil court matters across government, works directly under the Registrar – High Courts, and provides key services that maintains the integrity of judicial records, systems, and legal processes that directly impact the rule of law in the Cook Islands. As a Deputy Registrar, the position is created under several statutes, and the position must be familiar with and provide deputy registrar services for other Ministry division services.</p> <p>The position must work at a high level of competence in management, legal and compliance principles and technical requirements to manage the provision of court services to the public in an environment moving towards greater use of available technology.</p>
Job Classification:	Function: Technical and Service delivery Job band: I (<u>Salary Range: \$35,473 - \$48,243</u>) Jobwise Code: L6 – Team Manager
Education/Experience	The ideal candidate would have a bachelor's degree in law, criminal justice, information systems, political science, pacific island studies, conflict resolution or management, and have 10-12 years of work experience in a legal, criminal justice, compliance, clerical, office management, pacific island studies, conflict resolution, or similar role.
Application Deadline:	Friday 7 th June 2019
Link to Job Description:	Click here to view Full Job Description