

<b>Job Title:</b>	Land Court Clerk
<b>Ministry</b>	Ministry of Justice (Tango Tutara O Te Ture)
<b>Division:</b>	High Courts
<b>Responsible To:</b>	Registrar – High Courts
<b>Responsible For:</b>	None
<b>Job Purpose:</b>	<p>The role of the Land Court Clerk is to facilitate the management and administrative compliance of the land division 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 a technical role requiring specialized skills and knowledge in legislation, regulations, and custom governing land ownership, tribal titles, legal and court processes, registry and records management, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>The position provides key services that provides the gateway to succeeding, occupying, partitioning, vesting, and leasing land in the Cook Islands and determining tribal titles. These services are integral to maintaining Judiciary functions and the integrity of land and tribal titles records, systems, and legal processes that directly impact the fabric of Cook Islands society.</p> <p>The position must work at a high level of competence in legal and compliance principles and technical requirements to deliver the provision of Ministry land court related services to the public in an environment moving towards greater use of available technology.</p>
<b>Job Classification:</b>	Function: Technical and Service delivery Job band: F ( <u>Salary Range</u> : \$22,352 - \$34,646) Jobwise Code: T3 – First Level Specialist
<b>Education/Experience</b>	The ideal candidate would have a bachelor's degree, preferably in law, information systems, political science, pacific island studies, or management, and have 2-3 years of work experience in a legal, compliance, clerical, office management, pacific island studies, or similar role.
<b>Application Deadline:</b>	Friday 7 <sup>th</sup> June 2019
<b>Link to Job Description:</b>	<a href="#">Click here to view Full Job Description</a>