



**DEPARTMENT OF CORRECTIONAL SERVICES**  
**CAREER OPPORTUNITY**  
**LEGAL OFFICER (JLG/LO 3) - VACANT**

The Department of Correctional Services is inviting applications for the position of **Legal Officer** within the **Legal Services Unit, Executive Office**. We are seeking a proactive and experienced professional with strong analytical and team-building skills. The successful candidate will play a key role in supporting the Department's legal operations. The salary for this position ranges from **\$6,333,301 to \$8,517,586** per annum and any allowance applicable to the post.

**JOB PURPOSE**

Under the general direction of the Senior Legal Officer, the Legal Officer provides legal advice and support to the Department of Correctional Services, with particular focus on staff disciplinary matters and the Custodial Arm. The role entails advising on detention procedures, inmate discipline, staff conduct, use of force, and institutional governance to ensure all actions are legally sound and procedurally fair.

The incumbent also manages interdiction and disciplinary cases, prepares and reviews legal documents, contracts, and correspondence, and interprets legislation and policies to support compliance, accountability, and the Department's strategic objectives.

**The duties and responsibilities include but are not limited to the following:**

**KEY RESPONSIBILITIES**

**Technical/Professional:**

- Provides legal advice on disciplinary matters involving staff and inmates, ensuring adherence to the Correctional Services Act, Public Service Commission Regulations, Labour Laws, and other relevant legislation and policies;
- Reviews disciplinary files, including investigation reports and supporting evidence, to assess legal sufficiency and procedural compliance;
- Prepares and reviews legal documentation related to disciplinary proceedings, such as charge letters, notices, hearing briefs, and legal submissions;
- Manage the Independent Commission of Investigations' (INDECOM) interaction with the Correctional Officers (attend interview sessions, statement taking);
- Support with the drafting, review or preparation of leases for outstations, contracts, agreements or Memoranda of Understanding;
- Establishes effective networks, build and maintain strong relationships with Key Stakeholders to keep informed the Department and to facilitate the effective sharing of information;
- Advise custodial staff on the legal implications of their actions, including the use of force, searches, inmate management, and interventions, ensuring compliance with relevant laws and reducing legal risks;
- Visits outstations and correctional institutions where necessary and in furtherance of executing assigned tasks;
- Provide advice on contracts and tender documents to appropriate staff to ensure compliance with the GOJ's Procurement Policy;
- Conducts a range of legal research to provide legal guidance and support in furtherance of the Department's interest;
- Prepares written opinions and advice on a range of legal matters impacting the Department;
- Manage legal support to the Units within the Departments during all aspects of the review process for Standing Orders, policies, and guidelines;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding;

- Advises on legal implications and departmental liability in cases of damage to government property, including buildings, equipment, and assets under the custody or control of the Department;
- Investigates and manages legal aspects of motor vehicle accidents involving Department-owned vehicles, including preparing reports, gathering witness statements, reviewing police reports, and advising on liability and claims processes;
- Prepares legal briefs for review by the Senior Legal Officer to support the escalation of nuance or legal matters to obtain legal advice from the Attorney General's Chambers;
- Manages the disciplinary portfolio to include the review of matters submitted by the Human Resource Management and Administration Unit, convene hearings, marshalling evidence before the appropriate panel in accordance with the Public Service Regulations (1961), and other applicable legislation;
- Provides guidance relating to disciplinary and grievance issues and assists in maintaining a harmonious industrial relation environment;
- Manages the preparation of instructions to the Attorney General's Chambers for suits initiated against the Department by Employees;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Departments;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Department;
- Reviews and advises on legal implications of internal policies, Standing Orders and procedures;
- Develops, implements and maintains Standing Orders, policies and procedures to guide the operations of the Department;
- Represents the Department on internal and external committees, meetings, seminars, workshops, and conferences as required;
- Researches and submits written or oral briefs to key stakeholders within the Department, on relevant legal aspects of policy or comparative legal positions in other relevant jurisdictions, to assist in policy or legislative development;
- Manages the matters arising in the custodial arm i.e. institutional level with legal implications for the Department;
- Prepares cogent instructions for submission to the Attorney General's Chambers for suits initiated against the state by inmates;
- Act as the main point of contact between the Department and external legal bodies, including law firms, governmental agencies, and regulatory authorities, coordinating the exchange of legal information;
- Oversees internal committees to advance compliance within the Department;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations, and participating in Department of Correctional Services (DCS) initiatives;
- Maintains updated files and ensures the confidentiality of the information in keeping with the applicable Data Protection legislation;
- Prepares and delivers legal presentations as needed.

**Administrative:**

- Contributes to the development of the Legal Unit's Strategic and Operational Plan and Budget;
- Develops Individual work plans based on alignment to the Unit's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Manages the disciplinary process within the Department;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

**Human Resource Management/Supervisory:**

- Participates in the preparation and implementation of presentations on the role of Division/Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment.

**Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

**SPECIFIC KNOWLEDGE, SKILLS & ABILITIES**

- Excellent interpersonal and teamwork skills.
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of the public law.
- Excellent knowledge of the English Legal System and the Legal Framework of Government.
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ.
- Excellent oral and written communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users.
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations.
- Problem solving and negotiation/facilitation skills and experience.
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change.
- Sound IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

**MINIMUM QUALIFICATION AND EXPERIENCE**

- Bachelor of Laws Degree (LLB);
- Certificate in Legal Education;
- Minimum of three (3) years working experience in the Legal Profession.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working conditions;
- Meeting critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Must possess a reliable motor vehicle and a valid Driver's licenses;
- May be required to travel locally to visit the Department's outstations and visit correctional institutions.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 12, 2025** to the:

Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5 – 7 King Street  
Kingston

Email: [career@dcsjm.gov.jm](mailto:career@dcsjm.gov.jm)

**Subject: Legal Officer (JLG/LO 3)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.**

The Department wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Department.