



**DEPARTMENT OF CORRECTIONAL SERVICES**  
**CAREER OPPORTUNITY**  
**PARALEGAL OFFICER (PLG/LS 5) - VACANT**

The Department of Correctional Services is inviting applications for the position of ***Paralegal Officer*** within the **Legal Services Unit, Executive Office**. We are looking for someone who is proactive, analytical, and experienced, with strong team-building skills. The salary for this position ranges from **\$2,803,771 to \$3,770,760** per annum and any allowance applicable to the post.

**JOB PURPOSE**

Under the general directions of the Senior Legal Officers the Paralegal Officer is responsible for providing administrative and legal support to all Legal Officers by creating and maintaining support systems and processes which assist the work of the Legal Officers.

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

**KEY RESPONSIBILITIES**

**Technical/Professional:**

- Assists in the preparation of legal documents, under the guidance of the Legal Officers;
- Researches, gathers and analyzes research data inclusive of statutes, legal articles, and relevant documents for review by the Legal Officers;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers where necessary;
- Processes general inquiries and requests as directed;
- Liaises on an on-going basis with key stakeholders i.e., Attorneys and other parties, in facilitating review or development of legal documents.

**Administrative:**

- Maintains an organized filing and record-keeping system (physical and electronic) for legal documents, correspondence, and case files;
- Schedules appointments, meetings, and court dates on behalf of Legal Officers and ensures timely reminders and logistical arrangements;
- Prepares minutes of legal meetings and ensures accurate documentation and timely dissemination to relevant parties;
- Assists in tracking case timelines, deadlines, and follow-ups to support efficient legal workflow;
- Supports procurement requests and inventory management of legal office supplies and resources;
- Assists with the preparation of periodic reports and summaries on the Unit's activities, including case tracking reports and administrative logs;
- Coordinates travel arrangements and logistics for legal staff attending off-site hearings, inspections, or training sessions;
- Acts as a liaison between the Legal Unit and other administrative departments (e.g., HR, Finance, Procurement) as required.

**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**

- Strong oral and written communication skills, with the ability to convey legal information clearly and accurately.
- Solid knowledge of legal research methodologies and information sources.
- Good knowledge of legal procedures, practices, and terminology.
- Proficient in drafting, reviewing, and preparing legal documents, including contracts, briefs, and correspondence.
- Basic knowledge of Common Law principles, including Commercial, Criminal, and Civil Proceedings.
- Working knowledge of Government of Jamaica (GOJ) operations, public sector governance, and issues affecting the correctional system.
- Good knowledge of the Department of Correctional Services (DCS) policies, procedures, and legislative framework.
- Strong analytical and problem-solving abilities, with capacity to interpret and apply laws, policies, and regulations.
- Excellent planning, organizing, and time management skills, with the ability to meet tight deadlines.
- Demonstrated sound judgment, discretion, and initiative when handling sensitive legal and administrative matters.
- High proficiency in the use of relevant computer applications, including Microsoft Word, Excel, PowerPoint, and specialized legal software.

**MINIMUM QUALIFICATION AND EXPERIENCE**

- Bachelor's of Laws (LLB) or related field of study;
- Certificate in Paralegal Studies;
- Paralegal training would be advantageous;

**OR**

- Training/Qualification in Legal or Paralegal Studies;
- Minimum five (5) CSEC subjects including English Language;
- Minimum three (3) years' experience in a law office or legal environment.

**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;
- 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: Paralegal Officer (PLG/LS 5)**

**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.**