



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO DJAGSG 86
DEPARTMENT: Department of Justice & AG	DESIGNATION/CLASSIFICATION Senior Brief-outs & Payments Clerk	Gr. 12
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE	POS. NO.
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR Manager Brief-Outs & Payments	POS. NO. DJAGSG 74
SECTION: Practice Management	LOCATION WAIGANI	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	22 Feb 2010	Created
	March 2013	Revised

PURPOSE OF THE JOB

The State Legal Services Division (SLS) is the entity which includes the Offices of the State Solicitor and Solicitor General. It provides the full range of legal services for and on behalf of the State of Papua New Guinea. The Office of the State Solicitor provides legal advice and clearance while the Office of the Solicitor General office handles all litigation involving the State. The Practice Management Branch provides support to the two offices and is responsible for all administrative and professional development of staff in the SLS.

This position provides administrative and clerical support to the brief-outs unit of the Practice Management Branch.

ACCOUNTABILITIES

- Ensure that all brief-outs are registered and recorded in the Case Management System (CMS) and that a central register of all letters of engagement is maintained.
- Ensure that the payments to legal firms and litigants are accurately registered in the CMS.
- Ensure the orderly and timely development of monthly court order payment schedules.
- Ensure that management and legal officers are provided with effective and timely support in the clearance of court order payments and the assessment and payment of legal bills.
- Ensure that all computer-based files are professionally managed and saved on the office share-drive

MAJOR DUTIES

- Co-ordinate and support the timely review and processing of brief-out bills.

- Ensure that the CMS accurately reflects the brief-out and payment information of all files coming through the office.
- Assist in the preparation of court order claims for payment.
- Prepare and assist in scheduling the payment of successful claims in line with policy guidelines.
- Respond promptly to all telephone and visitor enquiries and ensure that enquirers are provided with polite, helpful and timely assistance.
- Ensure that correspondence, briefs, and reports are prepared to a high standard and are submitted in a timely manner.
- Keep accurate records of all correspondence and documents which pass through the office and ensure that these are appropriately filed in a manner that will allow other staff to efficiently locate them.
- Serve documents on client departments, legal firms and lawyers as required

WORK RELATIONSHIP - INTERNAL

- All management and staff in the organisation

WORK RELATIONSHIP - EXTERNAL

- Liaise with other agencies, courts, legal firms, stakeholder organizations, clients, and the public as required

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Appropriate tertiary qualification preferably in law, finance or accounting.

Skills and Experience

- Experience in a relevant area, including legal practice administration, financial management, procurement, public administration, project planning and/or budget management.
- Demonstrated current knowledge of financial management, procurement practices, accounting systems, and general administration.
- Demonstrated understanding of the *Public Finance (Management) Act*, *Public Services (Management) Act*, Government of Papua New Guinea Financial Procedures, General Orders, and Planning and Budgeting systems and processes.
- Demonstrated ability to build and maintain productive relationships with internal and external stakeholders
- High level communication skills – oral and written
- Strong computing and report-writing skills