



ATTORNEY GENERAL'S OFFICE

RECRUITMENT & SELECTION

APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:

Position Title: Prosecution Team Clerk

Position Code: AT001802

Location: *Criminal Prosecution Division, TATTE Building, Level 6 SOGI*

Salary Rate: A08/5 \$23,209

1. PERSONAL DETAILS

NAME			
DATE OF BIRTH		GENDER	
NATIONALITY			
FAMILY STATUS (DEPENDENTS)			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
LANGUAGES			
HOBBIES			
COMMUNITY INVOLVEMENT			

2. ACADEMIC BACKGROUND (Most recent ones first)

Dates	Institution/Country	Qualification Attained

3. OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)

Dates	Institution/Country	Programme Title/Theme

4. WORK EXPERIENCE WITH REMUNERATION (Most recent employment first)

Dates	Employer	Position (briefly list core functions)

5. PROFESSIONAL AFFILIATIONS/AWARDS		
Dates	Organisation	Member/Award Status

6. PROFESSIONAL REFEREES (List at least 3)		
Name	Position	Organisation & Contact Details

7. STATE HOW YOU MEET EACH SELECTION CRITERIA	
CRITERIA 1 Minimum qualification of Certificate of Attainment in Arts with high pass in English and History. (ESSENTIAL)	
CRITERIA 2 Minimum of three years' work experience in a professional Office environment with demonstrated ability to carry out complex instructions. (ESSENTIAL)	
CRITERIA 3 Proficiency in computer literacy and Microsoft Office. (ESSENTIAL)	

<p>CRITERIA 4 Proficiency in writing formal documents (e.g., correspondence, internal memorandum, summarizing the contents of files, summarizing facts of a case. (ESSENTIAL)</p>	
<p>CRITERIA 5 Excellent personal and team work skills, punctuality, and time management skills. (ESSENTIAL)</p>	
<p>CRITERIA 6 Demonstrated ability to meet deadlines and work under pressure. (ESSENTIAL)</p>	
<p>CRITERIA 7 Must be honest, trustworthy, well presented and able to work independently without supervision. (ESSENTIAL)</p>	
<p>CRITERIA 8 Must be fluent in both Samoan and English languages (spoken and written) (ESSENTIAL)</p>	
<p>CRITERIA 9 Knowledge of the AGO Act 2013 is an advantage. (DESIRABLE)</p>	
<p>8. GENERAL INFORMATION</p>	
<p>Computer Literacy (list programmes and level of competency)</p>	
<p>Declaration of close relations to any individual who is currently employed at the Office of the Attorney General. Please list name/s and nature of relationship.</p>	
<p>Discipline Record (list past employment disciplinary cases or criminal convictions, if any)</p>	
<p>Possible start date if successful</p>	
<p>9. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</p>	

10.	HOW DID YOU LEARN ABOUT THIS POSITION?
11.	CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. The National Prosecution Office has the authority to seek verification of any information provided.
Signature	Date

The following documents must be attached to this Application Form:

- Curriculum Vitae
- Certified Copies of Qualifications

Applicants may attach copies of available Referee reports and other information they wish to provide to support their application.

OFFICE OF THE ATTORNEY GENERAL

Job Description Form

Job Title: Prosecution Team Clerk
Division: Criminal Prosecution Division
Position Code: AT001802
Salary Rate: A09- \$23,209.37
Location of Job: TATTE Building, Level 6
Responsible to the: Assistant Attorney General CPD

Primary Objectives

To provide support and assistance to Public Prosecutors by carrying out research and providing clerk assistance in all administrative matters to the Prosecution team. Most common duties are to provide general assistance to the prosecutors and ensure pathologist reports are provided for the files.

Duties and Responsibilities

1. Prepare drafts of summaries of facts for prosecution cases.
2. Assist in the collation and preparation of criminal files for Court mentions, hearings, and sentencings;
3. Obtain court schedules and court lists from the Court Registry and prepare draft schedule for the Team.
4. Enquire and obtain all relevant documents from the Police for the court files, as instructed by the Prosecutor.
5. Ensure the Prosecutor's Court submissions and trial documents are filed with the Court Registry and served on defence counsel/defendant in a timely manner as instructed by the Prosecutor.
6. Assist the Prosecutors in conducting interviews and meetings with complainants, witnesses and Police;
7. Prepare file notes to Police and other relevant files necessary.
8. When required, attend to the post mortem procedures with the pathologist and ensure the post mortem reports are provided for the files.
9. Undertake such other administrative and support tasks and responsibilities as required by the prosecutions team from time to time.
10. Ensure all work allocated is completed in a timely manner as instructed by the Prosecutor.
11. Contribute to creating a positive team environment.

Selection Criteria

1. Minimum qualification of Certificate of Attainment in Arts with high pass in English and History. (Essential)
2. Minimum of three years' work experience in a professional Office environment with demonstrated ability to carry out complex instructions. (Essential)
3. Proficiency in computer literacy and Microsoft Office (Essential)
4. Proficiency in writing formal documents (e.g., correspondence, internal memorandum; summarising the contents of files, summarising facts of a case) (Essential)
5. Excellent personal and team work skills, punctuality, and time management skills. (Essential)
6. Demonstrated ability to meet deadlines and work under pressure. (Essential)

7. Must be honest, trustworthy, well presented and able to work independently without supervision (Essential)
8. Must be fluent in Samoan and English languages (spoken and written) (Essential)
9. Knowledge of the AGO Act 2013 is an advantage (Desirable)