

# OFFICE OF THE ATTORNEY GENERAL

## Job Description Form

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**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

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### **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)