



SIERRA LEONE GOVERNMENT

Judicial and Legal Service Commission (JLSC)
Office of the Chief Justice
Law Courts Building, Freetown
E-mail: info@judiciary.gov.sl

Job Announcement

POSITION: Process Server

REFERENCE NUMBER: JSC 10

Job Summary: S/he will be required to serve legal documents issued by the High Court -AC-Division to include Subpoenas, Summons and Complaints, court orders and any other documents issued by hand to any individual named on the document required to testify in court or defendants.

Duties

- S/he receives assignments from the AC-Division and reviews documents to familiarise where they should be delivered;
- Canvass the area to identify and locate the whereabouts of the parties to be served and/or track down defendants;
- In accordance with applicable statutes and court rules, service legal process issued by the High Court of Sierra Leone and/or any other document on the parties named on the paperwork documents;
- Maintain accurate reports/records relating to service of process, recording the name of the service location/ place and time of delivery of documents;
- Sign affidavits of service and be available to deliver the original copies of the paperwork when called-upon;
- Should be prepared to give evidence on oath, as required;
- Sends out notice of court hearings and remind parties about their court hearings;
- When required, deliver documents/messages between courts, solicitors and/ or parties;
- Regularly communicate with the AC-Division Registry to provide update of findings and submit monthly field reports;
- Any other duties as assigned.

Requirement

Education and Experience

- Diploma in social sciences or related field;
- Excellent verbal & written communications skills;
- Ability to work independently with minimal supervision;
- Ability to work with sensitive information and maintain confidentiality;
- Must be computer literate;
- Must be a licenced motorbike rider.

Application should be submitted addressed to the: **Executive Secretary, Judicial and Legal Service Commission (JLSC)**, C/o Chief Justice's Chambers, Main Law Court Building, Siaka Stevens Street, Freetown and should be received before or by **28th August 2019 at 17:00pm** Sierra Leone time.