

PARALEGAL OFFICER

Applications are invited from suitably qualified persons to fill the position of Paralegal Officer within the Legal Services Unit, Betting Gaming & Lotteries Commission.

THE ROLE

This position provides administrative and paralegal support services to the Director, Legal Services, including researching, preparing, and organizing files and correspondence, as well as compiling documents for legal proceedings in fulfillment of the Commission's statutory mandate.

KEY RESPONSIBILITIES:

- Review matters and summarize cases, preparing briefs and draft reports for the Director, Legal Services.
- Conduct legal and regulatory research as assigned and compile findings to support advisory work and legal proceedings.
- Prepare, file, and serve court and tribunal documents in accordance with prescribed procedures and timelines.
- Organize and maintain files for completed and ongoing matters, ensuring accuracy, traceability, and confidentiality.
- Monitor changes in the legal and regulatory framework and provide timely updates and briefings as required.
- Coordinate communication with witnesses and other parties scheduled to appear at hearings, as necessary.
- Maintain an up-to-date law library/reference repository of relevant Acts, regulations, codes, and legal materials.
- Liaise with internal and external stakeholders on behalf of the Director, ensuring accurate communication and timely follow-through.
- Coordinate logistics for meetings and hearings, including scheduling, venue arrangements, and technology/equipment support.
- Maintain a secure, current and well-organized filing and records management system for all correspondence, memoranda, reports, and minutes.
- Manage the Director's office interface by screening and responding to calls and emails, relaying messages appropriately, and receiving visitors professionally.
- Manage the Director's calendar, including scheduling, rescheduling, and communicating changes to relevant parties.
- Prepare and submit routine and ad hoc administrative reports and documentation as required.
- Implement and maintain efficient office systems and monitor preventive maintenance to minimise downtime.
- Perform other related duties as assigned by the Director, Legal Services.

APPLICANT MUST HAVE:

- Bachelor's Degree in Administrative Management or a related discipline.
- Paralegal Certification from an accredited institution.
- At least three (3) years' experience in a similar role.
- Sound working knowledge of applicable legislation and regulations; familiarity with the legislative process is an asset.
- Ability to communicate effectively (strong written and oral communication, including drafting correspondence, reports and minutes).
- Ability to work collaboratively and engage internal and external stakeholders professionally.

- Ability to conduct legal research, summarize cases, and draft/collate legal documents with accuracy and attention to detail.
- Ability to exercise good judgement, make effective decisions, and maintain confidentiality in handling sensitive matters and records.
- Ability to manage competing priorities, meet deadlines consistently, and deliver a high-quality service.
- Ability to support continuous improvement and demonstrate value for taxpayers' money through efficient, prudent use of resources.

*Certified Professional Secretary (CPS) designation would be an asset

APPLICATION PROCESS

Interested applicants must submit a detailed resumé and cover letter addressed to:

Director, Human Resources & Administration
Human Resources & Administration Division
Betting Gaming & Lotteries Commission
78cef Hagley Park Road
Kingston 10

All applications must be submitted at the Commission's Employment portal at: <https://tinyurl.com/BGLCPLO>

Application Deadline: March 13, 2026

Kindly note that the salary range for this role is \$2,190,302 - \$2,945,713 p.a. plus approved allowances.

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.