



# **Magistracy Department**

## **Attorney General's Ministry**

### **VACANCY NOTICE**

Suitably qualified persons are invited to submit applications to fill the positions of:  
**CHIEF MAGISTRATE**

Applicants for the position of Chief Magistrate:

(a) must be:

- i) qualified to practice as an attorney-at-law in a court in Belize or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters; and
- ii) has been qualified for not less than five years to practice in such a court.

(b) must be in good health.

(c) must be a person who always conducts them self, both in their professional and personal life, in a manner that will maintain public confidence in the standards of the legal profession.

Experience and Training Required:

- a) Has no less than five (5) years at the Bar.
- b) be in possession of Bachelor's in Law (LLB) from a recognized institution and,
- c) be in possession of Certificate of Legal Education (CLE) or equivalent from a recognized institution.

Interested persons may submit applications to:

**The Secretary, Judicial and Legal Services Commission**  
**Ground Floor, Sir. Edney Cain Building**  
**Belmopan City, Cayo District Belize, Central America**  
**Telephone number: 822-2504 or 822-0519**  
**email address: [ceo@mps.gov.bz](mailto:ceo@mps.gov.bz)**

Deadline for receipt of applications: **December 31, 2024**

Note: Only suitable qualified applicants will be acknowledged. The Commission is not bound to make an appointment from among those persons who apply.

## Terms of Reference

### Chief Magistrate:

The Chief Magistrate is responsible for the lower judiciary, both administratively and legally, throughout the country of Belize.

- 1) Manages and has overall responsibility for the Magistracy and all Magistrates
- 2) Tries persons charged with committing summary offences;
- 3) Conducts preliminary inquiries into indictable charges;
- 4) Hears and determines applications made under the Domestic Violence Act;
- 5) Hears and determines applications made under the Family and Children's Act;
- 6) Hears applications made by the Belize Tax Services Department and Fisheries Department;
- 7) Hears applications for Liquor Licenses;
- 8) Serves as Coroner and conducts inquests into unnatural deaths;
- 9) Can be assigned to any judicial district within Belize
- 10) Attends conferences, workshops, and training in relation to capacity building of the Magistracy;
- 11) Prepare Memorandum of Reasons for Decisions in a timely manner;
- 12) Will sit on such committees and/or commissions as appointed by law or as assigned the Chief Justice;
- 13) Will prepare such reports on the performance of magistrates and administrative staff as may be required by the Judicial and Legal Services Commission or the Public Service Commission
- 14) Will be responsible to prepare reports on the matters disposed of by the magistracy, including any analytic data that may be required to assess the performance of the magistracy or individual magistrates, which said reports are to be published
- 15) Will advise the Hon. Chief Justice as to any requisite judicial and legal reforms that may be required to improve the efficiency of the magistracy;
- 16) Will partake in any training or conferences required of the office of Chief Magistrate
- 17) Adjudicate criminal, civil, family, and preliminary inquiries;
- 18) Serves as Coroner and Revising officer
- 19) Financial Manager for all positions that fall under the Magistracy Department countrywide;
- 20) Manage the Vote/Financial Matters of the Magistracy Department;
- 21) Prepare Memorandum of Reasons for Decisions in a timely manner;
- 22) Attends conferences, workshops, and training in relation to capacity building of the Magistracy;
- 23) Assists with the training needs of the department as required;
- 24) Prepares appeals as required;
- 25) Perform duties as the Accounting Officer for the Magistracy Department;
- 26) Prepares statistics and reports as required. (k) Must be computer literate with word processing proficiency;
- 27) Is accountable to the Chief Justice, and the Judicial and Legal Services Commission.