

REPORTS TO: Senior Magistrate

SUPERVISES: Coroner's Investigation
Officer I
Clerk I

CLASSIFICATION: Grade 17

A. RESPONSIBILITIES AND
RELATIONSHIP

1. To oversee investigations of unnatural deaths; preside over proceedings at inquests; issue orders for post-mortem examinations and analyses; ensure custody and release of decedent for burial and submit death certificates in compliance with legislation and to support the effective administration of justice.
2. To respond to the Permanent Secretary and liaise with the Criminal Division, judicial officers, Ministry of Health, Consultant Pathologist, Forensic Science Services, Saint Lucia Fire Service, Chief Medical Officer, Health institutions, law enforcement institutions, medical practitioners, mortuaries, witnesses, and family members of decedents on matters relating to work in progress.

B. DUTIES AND TASKS

1. Presides over proceedings at inquests by hearing and examining evidence related to unnatural deaths, reviewing investigation reports and documentation, preparing inquisitions and ensuring submission of death certificates to give verdict and certify cause and circumstances of death in compliance with legislative requirements.
2. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching, assessment of staff performance, identifying training needs and gaps, and managing leave, to ensure effective performance management and promote employee wellbeing.
3. Prepares the work programme for the Coroner's Court in line with the Ministry's strategic objectives through strategic planning, consultation with stakeholders and team members and review of key evidence-based reports/documentation, to enable the determination of targets, milestones and deadlines.
4. Writes and delivers judgments as required, and provides determinations as to cause of unnatural deaths, by following court protocol and procedures to impose sentencing, liability and/or damages, conclusions and/or recommendations, as per the law and Constitution, to ensure proper conduct and understanding of proceedings.

5. Holds inquests with jury into reported or suspected unnatural deaths by summoning, presiding over and instructing a jury in accordance with laws, regulations and procedures to ensure deliberation of court evidence for the delivery of verdicts and administration of justice.
6. Advises on matters relating to coroner court through consultation, research and analysis, reviewing existing policies, preparing reports and making recommendations, to allow for empirically informed decision-making and foster consistency.
7. Attends to death scenes when required by visiting locations of suspected or reported unnatural deaths, observing and documenting the scene, and collaborating with investigative officers, to ensure accurate fact-finding, integrity of evidence, and thorough judicial inquiry.
8. Issues warrants, subpoenas, and summonses by exercising authority under the Coroners Act to compel witness attendance, obtain testimony, or secure relevant evidence, to guarantee that inquest proceedings are comprehensive and legally binding.
9. Oversees the custody of deceased persons and personal effects by authorizing the secure transfer, safeguarding, and eventual release of remains and property, in accordance with legal procedures and cultural considerations, to maintain dignity, chain of custody, and compliance with statutory obligations.
10. Engages with families of the deceased by providing information on inquest procedures, updates on case progress and determinations, while exercising empathy and sensitivity to uphold transparency, foster trust, and support bereaved relatives throughout the process.
11. Issues recommendations to curb future deaths by analyzing evidence arising from inquests, identifying systemic risks, and submitting findings and recommendations to relevant authorities, to promote corrective actions, public health and safety improvements, and legal reforms.
12. Establishes linkages with key stakeholders through collaboration and networking at the local, regional and international levels, to enable information sharing, knowledge transfers and the identification of requisite resources to fulfil the mandate of the Coroner's Court.
13. Facilitates continuous learning through training, workshops and meetings by applying effective training methodologies and presentation skills to build capacity in Coroner Court procedures.

14. Supports the review of relevant legislation, policies and procedures through consultation with stakeholders and making recommendations that are constitutionally sound to enable legal reform and decision making.
15. Supervises the development, implementation and maintenance of proficient records management systems in accordance with standard operating procedures, to ensure the retention and accessibility of data that serve the information needs of stakeholders, enable reporting obligations and promote accountability and transparency.
16. Prepares status reports on the individual work plan of the Unit in accordance with standard operating procedures, to allow for a review of set targets and objectives, facilitate decision-making and promote accountability.
17. Performs any other job-related duties as may be assigned.

C. CONDITIONS

1. Congenial accommodation is provided within a general administrative office and laboratory environment, with field work conducted.
2. Institutional support is provided through the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, Estimates of Revenue and Expenditure, Coroners Act, Evidence Act, Administration of Justice Act, District Court Act, Police Act, Criminal Code of Saint Lucia, Staff Orders, and other relevant policy documents.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Training and Development Policy for the Saint Lucia Public Service.
4. Required to have such qualifications as may qualify such person to be appointed as a magistrate.
5. May be required to work beyond the normal working hours.
6. Required to remain current on practices and developments relevant to the fields of law.
7. Required to demonstrate political acuity.
8. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.
9. Required to be punctual and present for work, meetings, and other official appointments and activities.

10. May be required to work off-site and be exposed to varying work and weather conditions.
11. May be exposed to hazardous material including biological, chemical and radiological.
12. Required to use personal protective equipment in the conduct of duties.
13. Required to perform physical activities such as, but not limited to lifting, bending, standing, climbing, shifting, carrying, pushing or pulling items of moderate to heavy weight.
14. Required to adhere to health and safety protocols when attending post-mortem examinations or scenes.
15. Required to manage exposure to distressing and emotionally charged situations.
16. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Advanced knowledge of the structure of the public service and ability to interpret and apply its administrative policies and procedures.
2. Advanced knowledge of, and ability to interpret and apply civil service rules and regulations, standard operating procedures, Coroners Act, Evidence Act, International Organisation for Standardisation (ISO) 17025:2017, 17020 accreditation standards, International Electro Technical Commission (IEC), Criminal Code and other relevant legislation and policy documents.
3. Advanced knowledge of, and ability to interpret, analyse and apply death scene examination, autopsy reports, postmortem analysis, forensic pathology analysis and documentation related to investigative techniques and technological tools in death investigations coroner investigations.
4. Advanced knowledge and ability to observe the independence of the judiciary and conform with established code of judicial conduct.
5. Expert analytical, and conceptualisation skills.
6. Expert scientific skills with the ability to detect clues during autopsies or scene investigations.
7. Expert leadership and management skills with the ability to inspire and motivate employees.
8. Expert interpersonal skills and consistently demonstrates emotional intelligence.

9. Expert oral and written communication, listening and presentation skills.
10. Expert organisational skills.
11. Advanced legal and investigative skills.
12. Advanced computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes and judicial management systems.
13. Intermediate negotiation and mediation skills.
14. Ability to conduct comprehensive legal and interdisciplinary research.
15. Ability to compose reports, and documents for technical and non-technical audiences.
16. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
17. Ability to manage time, meet deadlines and remain calm under pressure.
18. Ability to exercise initiative, tact, judicial independence, impartiality, decisiveness and judgment in the execution of duties.
19. Intellectually acute, visionary and innovative.
20. Ability to adapt to organisational change.

E. QUALIFICATIONS AND EXPERIENCE

1. Master of Law Degree, a Legal Education Certificate, Admission to the Bar plus at least five (5) years' practical legal and/or court-related experience.
2. Bachelor of Law Degree, a Legal Education Certificate, Admission to the Bar plus at least six (6) years' practical legal and/or court-related experience.

F. EVALUATION CRITERIA

1. Demonstrated knowledge of the structure of the public service and ability to interpret and apply its administrative policies and procedures.
2. Demonstrated knowledge of, and ability to interpret and apply civil service rules and regulations, standard operating procedures, Coroners Act, Evidence Act, International Organisation for Standardisation (ISO) 17025:2017, 17020 accreditation standards, International Electro Technical Commission (IEC), Criminal Code and other relevant legislation and policy documents.
3. Demonstrated knowledge and ability to interpret, analyse and apply death scene examination, autopsy reports, postmortem analysis, forensic pathology analysis and documentation related to investigative

techniques and technological tools in death investigations coroner investigations.

4. Demonstrated knowledge and ability to observe the independence of the judiciary and conform with established code of judicial conduct.
5. Demonstrated analytical and conceptualisation skills.
6. Demonstrated scientific skills.
7. Demonstrated leadership and management skills.
8. Demonstrated interpersonal skills and emotional intelligence.
9. Demonstrated effectiveness of oral and written communication, listening and presentation skills.
10. Demonstrated organisational skills.
11. Demonstrated legal and investigative skills.
12. Demonstrated computer literacy skills.
13. Demonstrated negotiation and mediation skills.
14. Demonstrated skills to ensure accuracy, attention to detail and effectiveness in work completed.
15. Demonstrated skills to analyse information and problems to arrive at logical conclusions and institute judgements and determinations.
16. Demonstrated skills to analyse information and problems to arrive at logical conclusion and implement appropriate solutions.
17. Demonstrated ability to conduct comprehensive legal and interdisciplinary research.
18. Demonstrated ability to compose reports, and documents for technical and non-technical audiences.
19. Demonstrated ability to complete assignments and tasks as defined by performance targets.
20. Demonstrated ability to effectively interact with partners and stakeholders at varying levels
21. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
22. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.

23. Demonstrated ability to exercise initiative, tact, judicial independence, impartiality, decisiveness and judgment in the execution of duties.
24. Demonstrated ability to maintain integrity, confidentiality, and professionalism in the conduct of duties.
25. Demonstrated intellectual acuity and ability to be visionary and innovative.
26. Demonstrated ability to complete assignments and tasks as defined by performance targets.
27. Demonstrated political acuity.
28. Demonstrated ability to remain current on the relevant fields of law.
29. Demonstrated ability to prepare and submit reports that meet established standards.
30. Demonstrated ability to adapt to organisational change.

G. SALARY AND ALLOWANCES

- Tax free salary at the rate of eighty-four thousand, three hundred and forty-six dollars and ninety-two cents (\$84,346.92) (Gradel 17, step I) per annum.
- Travel Allowance at the rate of seven thousand, six hundred and twenty dollars (\$7,620.00) per annum. (Officer must own and maintain a vehicle in order to receive this allowance).
- Legal Officer's Allowance at the rate of eighteen thousand dollars (\$18,000.00) per annum.
- Telephone Allowance at the rate of two hundred and ninety-one dollars (\$291.00) per annum.
- Twenty-three (23) days of vacation leave per annum.
- Twenty-five percent (25%) gratuity of basic salary (not including allowances) will be paid on satisfactory completion of the contract.

Application/cover letter *MUST* accompany *two written references* and *certified copies* of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
Eastern Caribbean Supreme Court
Orange Grove Plaza
Bois D' Orange
P.O. Box 1093
Castries
Saint Lucia, West Indies.

To arrive no later than *Friday, 19th December, 2025*.

NB: Applications may also be submitted via email to *jlsc@eccourts.org*. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

IN THE SUPREME COURT OF GRENADA AND THE WEST INDIES ASSOCIATED STATES HIGH COURT OF JUSTICE

NOTICE

NOTICE IS HEREBY GIVEN that a Session of the Supreme Court of Grenada in its Criminal Jurisdiction will be held at the Court House (CLICO Building) in the town of Saint George *on Tuesday 13th January, 2026 at 9 o'clock in the forenoon* when and where all concerned and bound over to prosecute or to give evidence or summoned as jurors or witnesses are required to give their personal attendance, and, all Officers who have taken inquisitions, depositions, examinations, recognisances or other papers cognizable by the Court are required to return the same without delay to this Office.

Dated this 20th day of November, 2025.

MELISSA GARRAWAY-NELSON
Registrar (Ag.)
Supreme Court of Grenada.

LOST POLICY

Alex Mc Sween has made sworn declaration that the Demerara Mutual Life Assurance **Policy Number GR00220138** on his life is lost and has made application to the Society for a duplicate policy contract.

NOTICE is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy contract applied for will be issued.

Demerara Mutual Life Assurance
Society Limited,
Granby Street
St. George.

18th November, 2025.

LOST POLICY

Pursuant to Section 134 of the Insurance Act, Act No. 5 of 2010 of the Laws of Grenada, notice is hereby given that after one month of the publication of this notice, Pan-American Life Insurance Company of the Eastern Caribbean, LTD. – Grenada

Branch shall issue a special policy of insurance to replace the following policy number(s) stated below which has/have been declared to either have been lost and/or destroyed:

POLICY	INSURED	APPLICANT
9766557	Kenroy James	Kenroy James

Pan-American Life Insurance Company
of the Eastern Caribbean, LTD. –
Grenada Branch,
Church Street,
St. George's, Grenada.
25th November, 2025.

**UNDER THE LIQUOR DEALERS' LICENCES ACT CAP. 174 OF THE REVISED
LAWS OF GRENADA, 1990**

NOTICE is hereby given that the Quarterly Liquor Dealers' Licencing Session for the Parish of St. Mark will be held at the Magistrate's Court, Victoria *on Monday the 8th day of December, 2025 at 9:00 o'clock in the forenoon* for the purpose of hearing new applicants, transfer of licences etc., under the above mention Act.

Particulars of Applicants for New Certificates

No.	Name of Applicant	Occupation	Residence	Description of Premises
1.	Cudel Collins	—	Queen Street	Wall Building
2.	Rena Charles	—	Gross Point	—

SABINA GIBBS
Magistrate, Western District.

Magistrate's Office
Western District
St. Mark.

10th November, 2025.

**UNDER THE LIQUOR DEALERS' LICENCES ACT CAP. 174 OF THE REVISED
LAWS OF GRENADA, 1990**

NOTICE is hereby given that the Annual Liquor Dealers' Licencing Session for the Parish of St. John will be held at the Magistrate's Court, Gouyave *on Wednesday the 10th day of December, 2025 at 9:00 o'clock in the forenoon* for the purpose of hearing new applicants, transfer of licences etc., under the above mention Act.

Particulars of Applicants for New Certificates

No.	Name of Applicant	Occupation	Residence	Description of Premises
1.	Raymond Paul	—	Grand Roy	Wall Structure
2.	Jenter Richards	Fashion Designer	Dr. Belle	Wall Structure
3.	Jillian Phillip	—	Cornets Walk, Gouyave	Wall Structure

KINDRA MATURINE-STEWART
Magistrate, Western District.

Magistrate's Office
Western District
St. John.

25th November, 2025.

GRENADA