

## **Call for the recruitment of Legal Procurators**

### **Job Description**

The Office of the State Advocate is seeking to recruit competent and suitably qualified Legal Procurators to assist in the legal operations of the Agency.

### **Qualifications and Experience Required**

Applicants must be in possession of the Higher Diploma of a Legal Procurator and in possession of the relevant warrant to practice the profession of legal procurator in Malta.

### **Duties of the Legal Procurator**

1. Perform all legal and other work which may be performed by a practicing legal procurator in accordance with the standards of the profession,
2. Effect court filings within time limits, case updating and follow up of acts filed in Court;
3. Take instructions from advocates within the Agency and inform them of the outcome of acts filed, decrees and deadlines to be met.
4. Draft Court documents, namely: judicial letters, warrants, applications after legal hours, affixation, publication in government and local newspapers, sale by auctions and other acts;
5. Procure judgments, bill of costs and updates of decrees; and
6. Meet with department officials and court officials regarding the monitoring of cases, filing of documents, and expedient feedback to the office; ensuring that legal fees regarding bills settled at departments are forwarded to the Office.

Interested candidates must submit their Curriculum Vitae and covering letter by not later than

**Friday 22nd July 2022** via email on the following email address: [recruitment.sa@stateadvocate.mt](mailto:recruitment.sa@stateadvocate.mt)