

PRIVATE BAILIFF JOB DESCRIPTION

The incumbent works on behalf of an individual, company or other body who is entitled to a legal remedy of distress for rent or repossession of goods, further to the laws of Trinidad and Tobago. He or she is not a public officer. His or her legal authority is derived from being registered and licenced by the Registrar of the Supreme Court of Justice, further to the Bailiffs Act, Chap. 4:61. All Private Bailiffs are subject to a disciplinary system for breaches of the Act and general law.

Once the holder of a valid licence, the incumbent may lawfully provide services to clients anywhere about Trinidad and Tobago. Much of the work is labour intensive and involves travelling to private residences, commercial properties, the Magistrates Courts, police stations, warehouses and auctions. Private Bailiffs usually work from Monday to Saturday during the hours of 6 am to 6pm, subject to the law.

The work also involves interaction with many people including the public, court personnel, judicial officers, attorneys-at-law, public servants, and officers of the Trinidad and Tobago Police Service. Private Bailiffs are expected to assess their clients' instructions to determine the legitimacy of their need for a bailiff; to assess environments to determine the need for resources such as labourers, drivers, lorrymen, vehicles and equipment and for police officers to maintain the peace. As the nature of a Private Bailiff's work is business oriented and in furtherance of legal remedies, the incumbent is expected to conduct interviews and take written instructions from clients, prepare initiating documentation, prepare reports to clients, as well as reports and documents for filing at district Magistrates' Courts, be knowledgeable of some court and government procedures and possess proper book-keeping and basic accounting skills.

REPORTS TO	Clients, Registrar of the Supreme Court of Justice, District Magistrates
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SUPERVISES	Office staff, labourers, lorrymen and drivers
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DUTIES AND RESPONSIBILITIES

1. Conducts distress levies, related actions and repossessions upon the instruction of clients
2. Hires and supervises labourers, lorrymen and drivers in the conduct of a distress levy and any related action and repossession of goods
3. Organises the storage and auction of goods
4. Engages the Police Service to maintain the peace, if necessary
5. Prepares and file documents in the Magistrates Court, in accordance with the law
6. Prepares reports for clients
7. Prepares, maintains and archives books of accounts
8. Organises and archives the audit of books of accounts

KNOWLEDGE, SKILL AND ABILITY	
KNOWLEDGE	<ol style="list-style-type: none"> 1. Sound, practical knowledge of lawful private bailiff practices 2. Basic knowledge of the relevant laws of Trinidad and Tobago and sourcing such statutes and case law 3. Basic knowledge of relevant court procedures 4. Sound knowledge of relevant government procedures 5. Sound knowledge of basic principles of risk and conflict management 6. Sound knowledge of basic bookkeeping and accounting 7. Sound knowledge of basic principles of office procedure 8. Sound knowledge of customer service and effective communication
SKILL AND ABILITY	<ol style="list-style-type: none"> 1. Strategic planning of the execution of distress and repossession actions 2. Ability to be persuasive, assertive and discrete with individuals who are the subject of a distress levy or repossession 3. Being able to negotiate effectively 4. Demonstrate sound judgment and ethical behaviour in his or her conduct 5. Ability to utilize knowledge of the law in assessing client instructions. 6. Ability to handle high conflict situations 7. Sound literacy, numeracy and computer skills 8. Being able to work as part of a team 9. Being able to work in a high pressure environment
MINIMUM EXPERIENCE AND TRAINING	
<ol style="list-style-type: none"> 1. Secondary school qualification being, at least, three GCE 'O' Level subjects, Grades A, B, or C, or CXC/CSEC subjects Grades I, II or Grade III attained after July 2008. The subjects should include Mathematics and English or at least 7 years' work experience in a related field, commercial or business enterprise or legal environment. 	
STATUTORY LICENSING REQUIREMENTS	
<ol style="list-style-type: none"> 1. For first time applicants - successful completion of an interview and examination further to section 5(3)(d) of the Bailiffs Act, Chap. 4:61 2. For licenced Private Bailiffs - Yearly participation in an annual private bailiff training programmes further to section 14(2) of the Bailiffs Act 	