

**JOB TITLE:** LAW REVISION OFFICER

**JOB ID:** T0694

**Old JOB Number:** 0

**REPORTS TO:** DEPUTY CHIEF PARLIAMENTARY COUNSEL

**Date revised:** 1992-03-31

**MINISTRY/DEPARTMENT:** MINISTRY OF LEGAL AFFAIRS - ATTORNEY GENERAL'S CHAMBERS - DRAFTING DIVISION

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**PURPOSE:** To assist the Deputy Chief Parliamentary Counsel in ensuring that all relevant laws and legislation are updated.

**KEY OUTPUTS:**

- Updated laws and legislation.
- Complete, accurate and up-to-date edition and text (together with the index, appendices, tables and annotations).

**RANGE OF ACTIVITIES:**

- Incorporate all legislation in the laws of Guyana at each annual revision.
- Prepare copies for the printing of new pages to be inserted at the end of each year.
- Prepare the Presidential order for authorising the removal of pages and the insertion of pages to bring the law up-to-date each year.
- Prepare instructions for subscribers for the insertion and removal of pages from the laws each year
- Generally ensures that the edition is properly maintained and that the text (together with the index, appendices, tables and annotations) is complete, accurate and up-to-date.

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- An Attorney-at-Law with four years experience in Law Revision.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- There are precedents and guidelines to assist the incumbent with any technical problem on the job. However, the incumbent is required to be always abreast with the law revision process in other countries in order to update laws in Guyana.

Poor performance on the job by the job holder would entail additional workload in the Deputy Chief Parliamentary Counsel.

**RESOURCE MANAGEMENT:**

- The incumbent is supervised by the Deputy Chief Parliamentary Counsel and he supervises the Principal Assistant Law Revision Officer. The job does not entail the management of any financial resource.

**COMMUNICATIONS:** The incumbent is required to communicate frequently with the Deputy Chief Parliamentary Counsel and his legal colleagues in the Drafting Division in matters pertaining to his technical tasks.

**WORKING CONDITIONS:** The job holder is ninety-five percent (95%) office bound.

**PREPARED BY:** CECIL DHUY

**CHECKED BY:** DONALD PIERRE