



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DEPUTY DIRECTOR (LEGAL) (BS-18) IN THE INFORMATION & CULTURE DEPARTMENT (CASE NO.80H2019)

MAIN RESPONSIBILITIES AND TASKS

1. To receive and review complaints filed in all types of cases.
2. To Examine the evidence, interrogate witnesses.
3. To Conduct pleadings, arraignments, pretrial agreements, and other aspects of trial work.
4. To argue point of law, presents opening statements, final arguments or summations.
5. To confer with the judge or defense attorney regarding court cases of the department.
6. To prepare and review correspondence.
7. To dictates brief and to handle appeals.
8. To prepare all legal frame work as required by the Department.
9. Any legal assignment given by the Secretary, I & C Department/DGPR.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Leadership Qualities.
2. Administrative Ability.
3. Communication Skills.
4. Financial Responsibility.
5. Ability to Think Out of the Box.
6. Decisiveness.
7. Writing Skills.

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