



Sampath Bank

WE PRESENT YOUR FUTURE



COURT ASSISTANT

REQUIREMENTS

- A minimum of four (04) years' experience in the related area
- Age preferably below 35 years

KEY RESPONSIBILITIES

- Prepare and maintain files relating to action filed by Legal Department and matters pending in Supreme Court, Court of Appeal, Commercial High Court, High Court, District Court and Magistrates' Court
- Examine case records
- Obtain journal entries for reference
- Update every position and take necessary steps in every case
- Verify dates of trials, inquiries and returnable dates of Summons and Notices
- Minute new Plaints, Motions with relevant papers
- Obtain certified copies of the Orders, Judgements, Proceedings and Journal entries
- File the aforesaid certified copies in Court files and taking relevant steps under the supervision of Legal Officers
- Draft decrees, writs, affidavits and other relevant legal documents under the supervision of Legal Officers while preparing and filing the same in Courts for necessary steps
- Provide assistance to the Recoveries Department regarding execution of writs/ejectments
- Handle all Court files, trace case records in Courts
- Supply necessary details to Auditors, Recoveries Department and others with regard to case records

OTHER JOB-RELATED COMPETENCIES

- Knowledge on court practices and procedures
- Capacity to handle a high volume of work with accuracy and in a timely manner with ability to maintain performance quality for long periods of time, even under trying circumstances
- Exceptional inter-personal skills

An attractive remuneration package, coupled with a modern and conducive work environment, awaits the right candidate. Please visit www.sampath.lk and apply online, stating qualifications and experience, on or before the 14th of November 2023. Selection will be strictly on merit. Any form of canvassing will be a definite disqualification. Only shortlisted candidates will be contacted.

[Click here to apply](#)



Chief Human Resource Officer
Sampath Bank PLC
No. 110, Sir James Peiris Mw.,
Colombo 02.

 **Rise**
WITH SAMPATH