



Sampath Bank

WE PRESENT YOUR FUTURE

The Opportunity To Match Your Potential With The Best Bank To Work At

For over thirty years we have defined the trends in retail and commercial banking, growing into one of the most forward-thinking banks in the country. Today, we take great pride in our offering of progressive, state-of-the-art banking solutions, which zealously maintain Sri Lankan values. We believe that our innovative spirit and our dynamic Sampath Team are the twin forces that drive our success.

Court Assistants

Requirements:

- A minimum of four (4) years experience in the related area
- Age preferably below 35 years

Key Responsibilities:

- Prepare and maintain files relating to action filed by the Legal Department and matters pending in the Supreme Court, Court of Appeal, Commercial High Courts, High Court, District Court and Magistrates' Courts
- 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 and Motions, with relevant papers
- Obtain certified copies of the Orders, Judgments, Proceedings and Journal entries
- File the aforesaid certified copies in court files and take 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 court for necessary steps
- Provide assistance to the Recoveries Department regarding execution of writs/ejectments
- Handle all court files, trace case records in court and reconstruct case records (in court), when a case record is missing
- Supply necessary details to Auditors, the Recoveries Department and others, with regard to case records

Other Job Related Competencies/Requirements:

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

The ideal candidates must be dynamic, self-motivated young individuals, who are willing to perform in a challenging and rewarding environment

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 **03rd of July 2023**.

Selection will be strictly on merit. Any form of canvassing will be a definite disqualification. Only shortlisted candidates will be contacted.

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

[Click here to apply](#)