



# Sampath Bank

WE PRESENT YOUR FUTURE



## COURT ASSISTANT (KURUNEGALA)

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### REQUIREMENTS:

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

### KEY RESPONSIBILITIES:

- Examine case records, obtain journal entries for references, update every position and take necessary steps in every case, verifying dates of trials, inquires and returnable dates of summons and notices
- Minute New Plaints, Motions with relevant papers, obtain certified copies of the orders, judgments, proceedings and journal entries and take relevant steps under the supervision of Legal officers
- Prepare and filling of legal documents in courts and attending Courts for court works
- Draft Legal Documents (Interparty Decree, Ex party Decree, Decree absolute, settlement Decree, writ papers, writ of Position and order to bid, affidavits, summons to witnesses, Motions)
- Following up of outsourced cases of Kurunegala Legal unit
- Provide assistance to the recoveries Department regarding execution of writs
- Handle all court files, trace records in courts
- Supply necessary details to auditors, recoveries department and others with regard to case records

### OTHER COMPETENCIES REQUIRED:

- 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 apply online, stating qualifications and experience, on or before the 20<sup>th</sup> February 2026. 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.

 **Rise**  
WITH SAMPATH