

## JUDICIAL SERVICE ADMINISTRATION

### JOB DESCRIPTION

#### POSITION DATA

Title: <b>Secretary to Judge</b>	Organisation: <b>Judiciary</b>
Employee: <b>TBC</b>	Classification Level's: <b>GSS – 4.1</b>
Reports to: <b>Chief Registrar and Judge</b>	Annual Salary: <b>VT1,440,000</b>
Location: <b>Port Vila</b>	Type of Appointment: <b>Permanent</b>

#### Position Summary

It is the responsibility of the Secretary to the judge, to ensure all courts documents prepared have sealed, all Conferencing, hearing, courts weekly listing for the Judge are updated accordingly with the Judge diary, also it is the responsibility of the secretary to the Judge to do all secretarial support effectively.

Key Result Areas (KRA):		Key Performance Indicator (KPI)	
1	Customer services	1	<ul style="list-style-type: none"><li>- Serve customer with courtesy</li><li>- Ensure customer's need is address</li></ul>
2	Typing	2	<ul style="list-style-type: none"><li>- Ensure all typing have no errors</li><li>- Meet deadlines</li></ul>
3	Support	3	<ul style="list-style-type: none"><li>- Ensure provide all support to the magistrate</li><li>- Assist In arranging the Judge conferencing</li><li>- Judges listing and diary is always updated.</li></ul>
4	Clerkship	4	<ul style="list-style-type: none"><li>- Ensure every court is arranged and clear before Judges hears any case</li><li>- Assist Court orderly to Inspect all court users to remove hats, turn off phone, removing sunglass</li></ul>
5	Court Tours	5	<ul style="list-style-type: none"><li>- Tickets are purchase in average time before date of travel</li><li>- Submission of Accountable imprest is sent in 1 month before traveling dates</li><li>- Accommodations and other logistics are finalising before court tours.</li></ul>

#### Key Tasks :-

- Oversees all typing for Judge
- Being Clerkship in court
- Updating cases daily in court Management system
- Update Judge case listing
- Sending notices to lawyers
- Preparing court tours submission and case files
- oversees all appointments for the Judge
- To assist Judges on court of Appeal
- do translation in courts where appropriate
- Any Duties directed or required by the Judge, Chief Registrar

<b>Additional Task</b>
<ul style="list-style-type: none"><li>• Assisting other judges on Court tours when secretaries not available</li><li>• Assisting Judges in court sitting</li><li>• Doing typing for other judge</li><li>• Administer Oath of Court documents</li></ul>
<b>Project and Goal to achieve</b>
<ul style="list-style-type: none"><li>• None at the moment</li></ul>






## **SELECTION CRITERIA**

### **ESSENTIAL REQUIREMENTS**

- The secretary to Judge must have a formal qualification at least year 12 leaver or an appropriate advance tertiary Education, Public relation or related discipline to perform the duties of the position.

## **PROFESSIONAL, TECHNICAL CAPABILITIES AND COMPETENCY**

To undertake this Position as the Secretary to Judge, you need to meet the following requirements:-

1. Good Secretarial Skills
2. Good Filing Skills
3. Must Understand French, English and Bislama
4. Computer Literate with Microsoft Excel and Word Skills
5. Demonstrate Understanding of Management of Cases
6. Good interpersonal and Public Relation skills
7. Must be able to work in a team and Meet deadlines
8. Trustworthy, Honest, reliable, and of good behaviour

## **WORKING ENVIROMENT**

As an employee of the Judicial Services Commission you will be required to

- actively participate in the Judiciary services performance appraisal program
- comply with and contribute to meeting workplace and policy requirements
- maintain the ethical and behavioural standards outlined

You may be required to:

- Undertake Locally or overseas travel ,which necessitate overnight absences
- Work outside of the normal hours of work
- Be assigned to another position at the same remuneration level if required

Flexible working arrangements may be available depending on judicial services needs

### **SPECIAL CONDITIONS**

The following special conditions apply to this Position

- Appointment is under the Judicial Services and Courts Act of 2000,
- Terms and conditions of employment are governed by the Judicial Services and Courts Act 2000 and statutory orders
- May be directed to work in any islands of Vanuatu Actively participate in the Judicial services Performance

### **JOB AND PERSON PROFILE APPROVAL**

Prepared By HRO

**Mrs Alice Smith Hinge** ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By the Chief Registrar

**Mr. JOEL SHEMI** ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Acknowledged By Employee ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_