

JUDICIAL SERVICE ADMINISTRATION			
JOB DESCRIPTION			
POSITION DATA			
Title: Secretary to Magistrate		Organisation: Magistrates Court	
Employee: TBC		Classification Level's: GS 3.1	
Reports to: Assistant Registrar		Annual Salary: VT1,001,300	
Location: Luganville - Santo		Type of Appointment: Permanent	
Position Summary			
An Secretary to magistrates duty is to provide secretarial support to the Magistrate in his/her court, chamber , A secretary to magistrate is to ensure all court proceeding before a Magistrate are carried out effectively.			
Key Result Areas (KRA):		Key Performance Indicator (KPI)	
1.	Customer services		<ul style="list-style-type: none"> - Serve customer with courtesy - Ensure customer's need is address - Ensure documents are filed properly - Ensure correct information is given to customer
2.	Management of cases and update of Case Management system (CMS)		<ul style="list-style-type: none"> - Ensure correct listing date are created into the system in timely manner - Endure process of finalization are properly met and file is return to registry 2 days after finalization - Ensure court notices are created in the system and dispatched - Ensure orders and payment are updated - Scanning of court documents and drop them into appropriate files into CMS
3.	Manual record Keeping		<ul style="list-style-type: none"> - Filing of incoming documents must be up to date into physical files - Ensure records of files and other court documents are properly made in the Magistrate log book - Magistrate listing and diary is always updated - Ensure file index is properly done - Ensure allocation of court room diary is updated
4.	Support to Court Magistrate		<ul style="list-style-type: none"> - Ensure provide all support to the magistrate - Magistrate is to be aware of parties presence and other important information before hearing time (chambers and in open court) - Ensure file for next day is placed before the magistrate 1 days before hearing - Follow with magistrate cases that need future listing date and outstanding judgment - Be able to convey good information to Magistrate, parties and other court officers - Arrange translator when needed before hearing of cases
5.	Support to court users		<ul style="list-style-type: none"> - Provide support to victim for domestic violence and make application for restraining order - Service of court notices, orders, extended warrants and other documents issued by the court must be served to parties concerned immediately

6.	Clerkship		<ul style="list-style-type: none"> - Ensure every court is arranged and clear before magistrate hears any case - Ensure all appropriate documents are placed in court file before the hearing - Give correct information to parties before and after the court hearing - Read charges clear and loud to make sure defendant understand the laid charge - Inspect all court users to remove hats, turn off phone, removing sunglasses (Ensure court room rule is followed)
7.	Management of criminal cases		<ul style="list-style-type: none"> - Ensure pre-plea conference is held 1 day before plea hearing in criminal cases - Ensure accused get invoice of payment of fine after criminal plea hearing - Follow up on payment of fine in criminal cases until completion
8.	Court Tours		<ul style="list-style-type: none"> - Submission must be submitted to the office of Chief Magistrate in 1 month before travelling date. - Ensure conferences for cases must be held between Prosecutions/Lawyers and the court to confirm number of cases during the tour - Report confirm cases to Assistant Registrar 2 weeks before the tour so that imprest, and other logistic can be finalized - .Report of tour must be submitted to the office of Chief Magistrate and Assistant Registrar 3 days after the tour
9.	Additional task		<ul style="list-style-type: none"> - Other tasks assigned by Chief Magistrate and Assistant Registrar

Daily Task

- Answering incoming calls
- Serving court clients over the counter
- Receive court files from registry and distribute to magistrates
- Updating the Magistrate Diary
- Typing Notices, orders, for the magistrate
- Being Clerk in court

Projects and Goal's to achieve

- No project to work towards

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- The secretary to the Magistrate must have a formal qualification 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 Magistrate, you need to meet the following requirements:-

1. Basic 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. Honesty, reliable and of good character

WORKING ENVIROMENT

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

- actively participate in the Judicial services performance approval program
- comply with and contribute to meeting workplace and policy requirements
- maintain the ethical and behavioural standards outlined in the Judicial services staff Manual

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 appraisal program

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: ___/___/___

Secretary to Magistrate