

## JUDICIAL SERVICE ADMINISTRATION

### JOB DESCRIPTION

#### POSITION DATA

Title: <b>Island Court Clerk</b>	Organisation: <b>Island Courts</b>
Employee:	Classification Level: GS 4.1
Reports to: <b>Senior Administrator of Island Court</b>	VT <b>1.195,500</b> per Annum
Location; Lolong, Pentecost	Type of Appointment: Permanent

#### Position Summary

It is the responsibility of the Island Court Clerk to ensure that registration, filing, typing and providing procedural advice to Justices is fundamental in the execution of his/her duty. Clerk of Island Court are to ensure matters are listed and dates are set for hearing; Drafting of judgements and typing of correspondence are carried out effectively and efficiently; it is also their core responsibility to administer the operations of the court within its territorial Jurisdiction.

Key Result Areas (KRA):		Key Performance Indicator (KPI):	
1	Customer service	1	Ensure all court users' needs are attend to
2	Manage island court office	2	All Administration and court issues are addressed
3	Assisting Justice	3	Court sitting is complete
4	Report	4	<ul style="list-style-type: none"><li>- Monthly report is submitted</li><li>- Statistics is updated on cases</li><li>- Court sitting report is submitted</li><li>- Court tours report is also submitted</li><li>- An updated list of active justices</li></ul>
5	Revenue	5	<ul style="list-style-type: none"><li>- Collection of revenue is receipted and deposited accordingly</li></ul>
6	Records	6	<ul style="list-style-type: none"><li>- Keep accurate and appropriate records of all cases in island court and entering into the CMS</li></ul>

#### Key Tasks :-

- receive and do filing of all island courts new or existing case
- assist justices by providing procedural advice and drafting of Judgment
- do correspondence of for Island courts
- clerk during island court, sitting/ hearing,
- assist in Magistrates and supreme court sitting / hearing when required
- prepare files of for land, civil, and criminal cases or management of case files as required
- keep complete records of registration in all civil, criminal and land cases making sure all information is entered into CMS
- keep Proper Minutes and record of all proceedings
- issue and serve or cause to serve all Island Courts summons and notice of hearings
- manage files by providing case files to Supervising Magistrates for revision
- assist in executing Court orders when directed by the Court, or the Chief Registrar
- supervise the Archive of Island Court
- Prepare and submit monthly report to the office of the Senior Administrator of Island Courts.
- do the collection of all court fees and Fines and issue receipts for all money receive and spent
- Deposit all the collection of Revenue and Report Monthly to the Senior Administrator.
- Any duties Directed by Senior Administrator of island courts, Supervising Magistrate, Chief Registrar or the Chief Justice,

### **Additional Task**

- Provide Assistance to all level of court as directed
- Provide Assistance to the administration of Judiciary to in any affairs of the court as directed

## **SELECTION CRITERIA**

### **ESSENTIAL REQUIREMENTS**

The Island courts clerk must have a Certificate in Law/ appropriate advance secondary and 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 Island courts clerk you need to meet the following requirements:-

1. Good secretarial skills
2. Basic knowledge in Law
3. Good Mathematic skills
4. Good filing skills
5. Must understand French, English and Bislama
6. Computer Literate with Microsoft Excel and Word Skills
7. Demonstrate understanding Management of court cases
8. Good interpersonal and public relation skills
9. Excellent verbal and written communication skills, including experience in writing reports and briefings to the Management.
10. Honest, 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 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

