

Working Title Senior Judicial Clerk		Name	
Reports to Position			
Position Number	No., Class & Level	Division, Branch/Unit Court Services, Calgary Court of Appeal	Ministry Alberta Justice and Attorney General
Present Classification Senior Judicial Clerk		Requested Classification Senior Judicial Clerk	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The senior judicial clerk role is a paralegal position in the Court of Appeal. This position supports the work of the judiciary, counsel and the public on appeal matters before, during and subsequent to court proceedings. This position holds key responsibility for administrative matters, which organize and manage the court process.

The court relies on the senior judicial clerk to be the "frontline" representative of the Court of Appeal. The senior judicial clerk must always represent the Court of Appeal in a responsible and professional manner. This includes dispensing paralegal information in a simplified manner to a wide spectrum of people, some legally trained, some not. The senior judicial clerk reviews and files documents in adherence to the Alberta Rules of Court, Federal and Provincial Statutes, the Criminal Code, Practice Directions and procedure manuals. In addition, the senior judicial clerk must communicate effectively with both internal and external clients.

There are three primary areas of responsibility for this role and include courtroom management, assistance to the public/assistance to the legal community and documentation and general duties.

Employees at this level have extensive knowledge of the duties of this position. This position is responsible for the filing and organizing and processing criminal and civil documents and for managing/clerking both criminal and civil courts.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

### 1. Courtroom Management

The senior judicial clerk has significant knowledge of both civil and criminal court procedures. The senior judicial clerk is responsible for accurate and complete record keeping from the beginning to the conclusion of each file and must be prepared to provide administrative interpretation of any documentation. As well, the senior judicial clerk is required to quickly assess and resolve problems as they arise. Although guidelines exist, there is rarely an opportunity to consult them due to the volume of activity while court is in session. Therefore, the senior judicial clerk must be prepared to use their own initiative in performing duties.

The senior judicial clerk is responsible for all matters relating to the civil and criminal court process.

#### Prior to Court:

- Ensure courtroom is ready, digital recording equipment and justice's computers are all functioning properly. Ensure that all of the electronic cases have been loaded on all of the justice's computers and that the proper toolbars are in working order.
- Ensure that the computer, projector and SMART Board are on and in working order in the retiring room for the justice(s).

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- Ensure special electronic requests have been met and all are in working order, i.e. TV, VCR, telephone and video conference equipment and FTR playback.
- Retrieve exhibits, when required, in accordance with exhibit policies.
- Prepare all files, books and counsel forms for scheduled hearings.
- Liaise with the assigned justice(s) to receive any special instructions or assignments prior to court and ensure that the same are completed.
- Liaise with court security to confirm that the persons required for appeal hearings are present and advise of the order that the cases will be heard.
- Liaise with the court orderlies and advise of any changes or special requirements.
- Liaise with the bar, crown or the public.
- Wear proper court attire.

**During Court:**

- Call court to order and maintain ongoing security and dignity in the courtroom.
- Ensure that matters are heard in order of importance. For example: video conference, telephone conference and in-person applications.
- Ensure an accurate record of court proceedings is created in accordance with established digital recording policies.
- Receive and secure all exhibits, if required, in accordance with exhibit policies.
- Ensure that on criminal matters the clerk's notes are forwarded immediately to the Registry for the preparation of documentation as a result of the court's decision.
- Perform any and all administrative duties that are requested by the justice(s).

**After Court:**

- Ensure that all equipment, ie: computers, telephone and video conference equipment, TV, VCR, projector and SMART Board, have been shutdown and stored away.
- Ensure exhibits, if they were required, are accounted for and returned following exhibit policies.
- Endorse files in an accurate and complete manner, ensuring that any special instructions and/or requirements have been met.
- Sort and organize all justice's(s') and legal counsels' materials and return to their offices or place in the appropriate area depending on disposition.
- Ensure information regarding the status of the matters have been provided to the Registry office, court orderlies, security and others as required.
- Enter the dispositions on C.A.S.E.S. and/or the Appeal Tracker in an accurate and complete manner.
- Forward the result of each appeal to the lower court justice.
- Order the memorandum of judgment from the judicial assistants in accordance with the set procedures

**2. Assistance to the Public/Legal Community**

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The senior judicial clerk holds an extremely high profile position and information that is given, as well as the manner in which it is delivered, affects the image of the court. Patience and clarity must be exercised in providing information and explaining procedures to lay people. Senior judicial clerks must be able to meet high volume demands. The senior judicial clerk is responsible for filing both criminal and civil documents in accordance with appropriate legislation. As well, the senior judicial clerk is responsible for managing specified court related financial transactions.

**Public Counter:**

- Check incoming documents, both criminal and civil, to the appropriate computer system and enforce any filing deadlines and/or special instructions made by the court. Review the document to ensure it complies with the Alberta Rules of Court, Federal and Provincial Statutes, the Criminal Code, Practice Directions, appropriate legislation, procedure manuals, or any order of the court and process accordingly.
- Provide customers with relevant information of a procedural nature in a courteous and professional manner.
- Perform searches and photocopying, as required.
- Receive requests for certified copies of court documents and process same as required.
- Sign correspondence and orders on behalf of the court
- Act as a commissioner for oaths for affidavits to be filed at the Court of Appeal.

**Financial Duties:**

- Assess and collect fees as per Schedule E of the Alberta Rules of Court. Collect bail, security for costs and all other monies and issue receipts accordingly.
- Account and balance all monies at the end of each day and prepare a cash reconciliation form.
- Maintain the confidential combination to the safe, ensuring security risk is minimized.

**3. Documentation and General Duties**

The efficient operation of the Court of Appeal relies on accurate and up-to-date information. The cornerstone for information is the computer. Knowledge of the various programs that comprise the computer management system is critical to be able to enter, search and/or retrieve information. This includes knowledge of WordPerfect, Word, Adobe, Excel, CASES, Appeal Tracker, JOIN, GroupWise, FrontPage Editor, etc.

The senior judicial clerk is responsible for following through on essential administrative activities that result from court adjudications and counter requests. The completion of this work is time-sensitive; there is a high volume. A high degree of accuracy is demanded; errors could result in loss of freedom, monetary loss, public embarrassment to the accused/public and to the court, improper release of prisoners, or a civil law suit. In this capacity the senior judicial clerk will:

- Receive, review and process documentation received either on the counter, by mail or via facsimile.
- Enter all documents, results and hearing dates in the appropriate computer systems and request hearing lists and reports from these systems as required.
- Receive, review and process all electronic documents (appeal books, factums) for filing ensuring compliance with the Practice Direction and manuals.
- Mark files, materials and the various computer systems with the ban status on all appeal files.
- Prepare correspondence on all new appeal files and as directed by the court.
- Prepare the appropriate paperwork as a result of the court's decision, ie: warrants, report of criminal appeal,

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Probation Orders, Conditional Sentence Orders, etc. Ensure that all of the information entered is accurate and the paperwork is complete and forward to the various institutions and agencies in a timely manner.

- Administer, interpret and explain court dispositions and documents ensuring that all terms and conditions are understood and the consequences of non-compliance are clear.
- Schedule and coordinate chambers, motions and appeal hearings upon the filing of the appropriate materials for each.
- Ensure that all documents and materials are processed and placed on the court file, or in the appropriate area for distribution to the court.
- Gather, collate and create hearing lists consisting with the matters scheduled for the various hearings.
- Gather, collate, organize, prepare and distribute materials to the justice(s) and their legal counsel for upcoming hearings in accordance with the set procedures.
- Gather, collate, organize, prepare and complete weekly, monthly and yearly statistics.
- Prepare and forward justices' orders to the institutions.
- Record payments in the appropriate computer management system.
- Order and monitor files from off-site storage areas when search requests are received.
- Organize, prepare and manage the shipment and storage of records to off-site areas.
- Train new staff as required. Act as mentor for new staff ensuring that they have access to information and support as required.
- Assist in other areas and complete special projects as assigned.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

### **Degree of Complexity**

Extensive knowledge is required in the various Provincial and Federal Statutes, Alberta Rules of Court, Criminal Code, manuals and policy directives. Well-developed interpersonal skills, with an emphasis on written and oral capabilities, are required to manage the high volume of internal and external clients.

### **Decision-aking**

Within the scope of training, knowledge and position description, the senior judicial clerk is expected to independently use initiative and sound judgement in deciding expedient methods of handling day to day and emergent situations.

Complex matters that go beyond the scope of the individual's knowledge, expertise or authority, or those which may be sensitive to the court/judiciary, will be referred to the supervisor for consultation.

A senior judicial clerk must have accumulated at least 18 months on-the-job experience as a junior judicial clerk. At this level, the senior judicial clerk is expected to perform all duties with considerable independence, utilizing their knowledge of governing legislation and procedures.

### **Education:**

A senior judicial clerk must have attended the Queen's Bench Para-Legal course as a junior judicial clerk.

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### **Physical Demands**

**Courtroom Duties** - Can involve prolonged sitting and limited opportunity of free movement. Repetitive tasks include keyboarding and writing. Heavy manual work may be required in carrying records, boxes and exhibits to and from the courtroom.

**Counter/Office Duties** - Can involve long periods of standing or sitting while responding to client inquiries or while utilizing a computer. Work can be of a repetitive nature. For example, stamping documents, completing various documentation, using the cash register and keyboarding. Heavy manual work may be required when packing and moving records.

### **Risk**

**Security** – While in the office, the senior judicial clerk works in a secure area; however counters are open to the public. Thus, clerks must follow policies and procedures to ensure security risk is minimized. While in a courtroom, the senior judicial clerk works in a non-secure environment and therefore, must be aware and follow policies and procedures to ensure security risk is minimized.

### **Contacts**

**Counter:** The incumbent is in direct contact with members of the bar, crown, government officials, agents and litigants filing documents at the counter. They provide information of a procedural nature.

**Court:** The incumbent is in direct contact with members of the bar, crown, government officials, agents, media and the public in a courtroom setting. Clerks also liaise closely with the justice(s) and other court staff.

**Internal:** The incumbent is in direct contact with the judiciary, registrar, deputy registrar, lead-hand supervisor, judicial assistants, legal counsel, security, court orderlies, other staff members and other government agencies.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Extensive knowledge of the Alberta Rules of Court and Practice Directions, the Criminal Code and numerous other statutes and procedures, including but not restricted to criminal and civil filing procedures.
- Knowledge of procedures pursuant to the Commissioner for Oaths Act.
- Excellent computer knowledge.
- Extensive knowledge of digital recording procedures.
- Exceptional customer service skills.
- Exceptional communication and interpersonal skills.
- Strong analytical and decision-making skills.
- The senior judicial clerk must be knowledgeable and resourceful in the application of specialized paralegal knowledge. A high level of independent action and thought is required in the day-to-day completion of work.
- A senior judicial clerk's conduct is professional at all times. A clerk at this level must be capable of working calmly in a highly stressful environment and must demonstrate the ability to multi-task with little direction/supervision.
- In order to achieve the level of results expected, the senior judicial clerk must possess good organizational skills to

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handle the volume and complexity of work required. The senior judicial clerk must be able to execute all work accurately and must be able to apply their knowledge in order to problem solve.

- The senior judicial clerk deals with constant change. As a result, they must be interested in learning, they must be very flexible and they must be willing and able to perform any job on any given day.
- Communication skills for the senior judicial clerk series are demonstrated:
  - *Verbally* - through the capacity to be articulate; possess good vocabulary and use good grammar; explain procedural matters simply and concisely to people of varying comprehension levels and learning capabilities; be diplomatic, tactful and assertive;
  - *In Writing* - through the capacity to condense large volumes of information to point form; spell accurately;
  - *Active Listening* - by accurately recording Court proceedings and while performing Counter duties, provide information in response to a wide range of inquiries;
  - *Comprehension* - by the capacity to read and interpret information quickly.
- As a representative of the Court of Appeal, the senior judicial clerk must focus on serving and providing helpful information to both internal and external customers, and must follow through on inquiries, requests and complaints in a timely manner. It is essential that the senior judicial clerk understand when to refer clients to other services that provide the assistance required. Senior judicial clerks must also correct problems promptly and non-defensively.
- The work of a senior judicial clerk is completed within a team structure. Senior judicial clerks contribute positively by actively sharing information; by respecting others; supporting team decisions; completing their own share of the work, assisting with the workload as volume/needs dictate and in the training of new employees.
- Requires a high school diploma with at least six months experience. Must have a Queen’s Bench Paralegal Certificate. Equivalencies would be considered.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:**

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

***This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.***

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

	Name	Signature	Date
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**Manager**

	Name	Signature	Date
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**Division Director/ADM**

	Name	Signature	Date
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