

Working Title Judicial Orders Production Clerk	Name
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Position Number 50096336	Reports to Position No., Class & Level 50026083 Senior Deputy Clerk	Division, Branch/Unit CJS - St Paul Court of Justice Operations	Ministry Alberta Justice
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Present Classification Judicial Clerk	Requested Classification Administrative Support 4
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Dept ID	Program Code 600958	Project Code (if applicable)
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**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 Judicial Orders Production Clerk is a position that supports the work of the judiciary, counsel, and public in the Alberta Justice system before and subsequent to court proceedings. The incumbent is responsible for comprehending and correctly interpreting legal documents, including charter applications, bail orders, court applications and information received from the courts, police and other judicial stakeholders and accurately updating the JOIN computer management system. The JOIN system is the electronic tracking system utilized by the Courts, and Court of Justice Operations is responsible for updating and maintaining the legal/court information within the system by reviewing and producing legal documents and court orders.

The Judicial Orders Production Clerk is responsible for maintaining and ensuring accuracy of financial information on court files, including the data entry for all financial related items including interpreter claims for payment. The accuracy of financial data entry is completed in accordance with legislative and other related requirements.

The Judicial Orders Production Clerk is also responsible for creation and maintenance of court files, including the data entry and production of all court orders for all Court of Justice applications and criminal Informations. The Judicial Orders Production Clerk must have extensive knowledge in requisite legislation and experience within a legal environment to accurately interpret clerks' endorsements and produce resulting court orders. Accuracy and completeness of data entry and court order production is completed in accordance with legislative requirements governing mandatory and discretionary orders relating to Firearm Prohibitions, DNA Orders, Sex Offender Registry Orders, Driving Prohibitions and other relevant orders.

The Judicial Orders Production Clerk's provides operational support for data entry, daily court record administration, search requests and off site file requests, thereby supporting the Judicial Clerks to complete desk assignments and file management on a more effective and timely basis.

**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. Accounting**

Members of the public rely on timely payments for bail refunds, payment refunds, and other related matters from Court of Justice Operations. The Judicial Orders Production Clerk follows the payment guidelines and the Travel, Meal, and Hospitality Expenses Directive when entering financial details into the system. The Judicial Orders Production Clerk provides support to the Deputy Clerk responsible for accounting and additional support to the operation through data entry, document production, and other administrative items which directly support important services to Albertans.

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In this capacity the Judicial Orders Production Clerk will:

- Provide support in daily financial balancing by receiving and completing work on daily financial reports;
- Enter bail refunds once a matter is complete with accuracy and attention to detail ensuring that there are no additional outstanding matters which require completion prior to the refund;
- Processing restitution payments for aggrieved parties;
- Assess incoming interpreter claims for payment and enter accurately into the system;
- Enter payment refunds where applicable;
- Verify that data to input is correct and confirm that data has been entered accurately;
- Mailing cheques to the correct payee;
- Answer telephone inquiries and pull files to review and provide answers to internal customers, policing agencies or the public;
- Filing Informations as required and other clerical/office duties.

## 2. Data Entry & Document Production

The smooth running of the judicial system in Alberta relies on accurate and up to date information. One of the keystones of information sources is the computer management system, some of which is linked to other court users. Knowledge of the various programs that comprise the computer management system is critical to be able to enter, search and/or retrieve information.

The Judicial Orders Production Clerk is responsible to follow 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, and public embarrassment to the accused and to the Court, improper release of prisoners, civil law suits or Jordan (court delay) applications.

The Judicial Orders Production Clerk must have a sound knowledge of legal processes to ensure documentation adheres to applicable Rules of Court, Federal and Provincial Statutes, Policy Directives, Criminal Code and other federal/provincial/municipal legislation.

In this capacity the Judicial Orders Production Clerk will:

- Receive all files coming from criminal courtrooms, Justice of the Peace, Case Management Office and Calgary/Edmonton Hearing Offices and ensure that the JOIN is updated to reflect the appropriate disposition, amendment, final adjudication;
- Review Notice of Hearings to determine the application type and enter application into JOIN;
- Select appropriate screens required to input and update data on JOIN ( Justice Online Information Network);
- Verify that data to input is correct and confirm that data has been entered accurately;
- Correct errors by scanning input screens and error messages;
- Following direction of the Court, prepare any combination of legal documents that are required;

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- Administer, interpret and explain court endorsements, dispositions and documents ensuring that all terms and conditions are understood and the consequences of non-compliance are clear;
- Set matters for hearings, as appropriate;
- Ensure that the documents are processed and distributed to the proper parties and departments in a timely fashion;
- Ensure timely recall of all outstanding Warrants;
- Prepare and forward all Order to Stand Trial files to Court of King's Bench in accordance with set Arraignment date appearances.

### 3. Administrative

The Judicial Orders Clerk is responsible for the records management and maintenance of all active and concluded files, including storage disposition and retrieval. This position also assists in the preparation of certificates of conviction, pardon applications and providing copies of court Informations to clients. This position is required to have excellent communication skills in order to maintain a good working relationship with stakeholders including the pardon agencies representing Offenders, Alberta Records Centre, Provincial Archives of Alberta, and other record holding facilities such as Iron Mountain.

- Conduct searches for existing actions/court Informations;
- Answer telephone inquiries and pull files to review and provide answers to internal customers, policing agencies or the public;
- Receive, examine, enter, file, issue and distribute court documents;
- Receive requests for certified copies of court documents and process same as required;
- Process the post docket by ensuring all previous data entry has been accurately entered;
- Receive, process, copy and distribute victim impact statements;
- Forwards Drivers Licenses received in court to Motor Vehicles;
- Act as back up court runner for receipt and retrieval of court files; review files for accuracy and sort according to priority handling;
- Assist with Process Waiver requests in accordance with criminal code/policy directives ;
- Filing (completed files, warrants of arrest, warrant of committal, remand files)
- Filing Informations as required and other clerical/office duties.

**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](#)).

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Incumbent of this position must be able to accurately interpret court endorsements and other legal documents and precisely enter this information into the computer system. Court orders are produced from this information and release and/or detention of custodial accused, next court appearance, nature of appearance and sentencing details is determined from this input.

Errors made at this level could lead to an accused being detained in custody without lawful cause or released without completion of responsibilities to the court. Further error at this level, could result in loss of prosecutorial ability to conduct a trial/preliminary hearing, and acquittal of accused due to error in entry of trial/hearing dates, causing a lack of public confidence in the system. Incumbent must be able to deal with a number of stakeholders including the public in a professional and appropriate manner.

**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.

- Position requires considerable knowledge of the Judicial System. A working knowledge of the criminal code, criminal legislation (both federal and provincial), provincial/municipal acts and regulations is essential. Through knowledge many computers systems including ORCA, JOIN, MOVES may be required, combined with organizational practice and standards are necessary. Position must be able to interpret court endorsements and determine the release and/or detention of accused, sentencing details, mandatory/discretionary orders (DNA, SOIRA, Prohibitions) based on sentence, fine balances and comprehend bail requirements. Some independent action and thought is required in the day to day completion of work.
- When entering and verifying data, processing documentation, consequences of not performing this task accurately could mean loss of liberty, unlawful release of an offender into the community, loss of services at Registry. This could mean embarrassment to the individual, Policing Agencies, Court Services and the Department and possible civil ramifications.
- Position requires excellent keyboarding skills. When entering and verifying data, processing documentation, consequences of not performing this task accurately could mean loss of liberty, unlawful release of an offender into the community, loss of services at Registry. This could mean embarrassment to the individual, Policing Agencies, Court Services and the Department and possible civil ramifications.
- The Judicial Orders Production Clerk must possess good organizational skills to handle the volume and complexity of work required. The Judicial Clerk demonstrates the capacity to multitask and must have the ability to deal with frequent interruptions. They must be able to execute all work accurately. The Judicial Orders Production Clerk is expected to maintain composure and professionalism at all times and is capable of working calmly in highly stressful conditions and to see beyond the boundaries of what they are doing, thinking and seeing.
- The Judicial Orders Production Clerk deals with constant changes in legislation and procedures. As a result, they must be interested in learning, be very flexible and willing to assist in the performance of any job on any given day as they occur.
- The Judicial Orders Production Clerk works cooperatively in a court or office setting by actively sharing information and working productively to achieve results. The Judicial Orders Production Clerk contributes positively to the team environment by respecting others, supporting team decisions, completing their own share of the work and assisting with the workload as volumes/need dictate.
- Interpersonal skills are required as this position answers a variety of routine queries regarding fine amounts, court dates, processes and related legislation or regulations. Position must have patience, understanding and the ability

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to translate legal terminology into laymen terms for the public whom are usually in an irate and/or abusive state when calling in because they have missed a court date, are awaiting a bail refund, restitution payment or other information.

- Knowledge of the application of FOIP (Freedom of Information Policy) legislation is required to ensure confidentiality and release of information standards is upheld.
- A diploma in criminology or para-legal an asset but not a requirement of this position

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

The majority of responsibilities do not require significant interaction with the public. However, some higher interpersonal skills and patience are required to answer telephone queries.

The Judicial Orders Production Clerk has considerable contact with federal/provincial/municipal enforcement agencies, judicial assistants, courtroom clerks, team leads, management, other court locations, federal/provincial/municipal Crown agencies, federal/provincial correctional facilities, defence counsel and other key stakeholders. Contact in this area is to verify/advise of accused status while in custody, bail details, conditional releases/sentences, court hearing dates, outstanding warrants, warrant recalls, and all other court related documentation/information.

Responsibilities of this position require significant interaction with others, and higher interpersonal skills and patience are required to answer telephone queries, as accurate detail is required when providing information to stakeholders.

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

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**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

**Manager**

	Alana Sipos		Feb 26, 2026
	Name	Signature	Date

**Division Director/ADM**

	Kerri McPhee	_____	Feb 26, 2026
	Name	Signature	Date