

Working Title Judicial Clerk	Name
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Position Number	Reports to Position No., Class & Level Deputy Clerk	Division, Branch/Unit Resolution and Court Administration Services,	Ministry Justice and Solicitor General
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Present Classification Judicial Clerk	Requested Classification
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Dept ID	Program Code	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 Clerk role is a paralegal position that supports the work of the judiciary, counsel, and public in the Alberta Justice system before, during and subsequent to court proceedings. This position holds key responsibility for administrative matters, which organize and manage the court process.

The Judicial Clerk is the 'frontline' representative of Alberta Justice, the Provincial Court of Alberta and the Court of Queen's Bench. This includes dispensing paralegal information and interpretation, simplified for lay people, to a wide spectrum of the public. The Judicial Clerk ensures documentation adheres to applicable Rules of Court, Federal and Provincial Statutes, Policy Directives, Criminal Code and procedure manuals. In additions, the Judicial Clerk must communicate effectively with lawyers, police, the judiciary, and other members of the legal field.

The Judicial Clerk must always represent the administration of the Courts in a responsible and professional manner, which reflects the fair and equitable delivery of justice in Alberta. There are three primary areas of responsibility for this role, which are courtroom management, assistance to the public, and assistance to the legal community.

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 Judicial Clerk must possess significant knowledge of the administrative application of the various laws and statutes. The Senior Judicial Clerk is responsible for accurate and complete endorsements on each file and must be prepared to provide administrative interpretation of any documentation. As well, the 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 Judicial Clerk must be prepared to use their own initiative in performing duties.

The Judicial Clerk is responsible for all administrative matters particular to the court process.

- Accurately prepare and arrange daily court files ensuring that all information is in order and accounted.
 - Liaise between the Judge, Justice, or Master and receive any special instructions or assignments before court
 - Liaise with the Bar, Crown, witnesses, government agencies, enforcement agencies or the public
 - Prior to opening court, ensure that the courtroom is ready for proceedings to commence. This entails testing digital recording equipment, video, close circuit equipment, etc. present and operable.
- Once Court is in session, the Senior Judicial Clerk is an active participant in the process and will:
- Call Court to order and maintain ongoing order, security and dignity in the courtroom.
 - Ensure an accurate record of court proceedings is created in accordance with established policies.

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- Receive, retrieve, catalogue and secure all exhibits in accordance with exhibit policies.
- In Criminal matters, attend at hearings and trials, call cases, read charges, seek Crown election to hybrid charges and Accused election as to mode of trial, take pleas and administer oaths,
- In Civil matters, attend at hearings and trials, chambers, case management meetings, pre-trial conferences, etc.
- Endorse files in accordance with the adjudication or decision.

2. Assistance to the Public/Legal Community

The Judicial Clerk holds an extremely high profile position and information that is given, as well as well as the manner in which it is delivered, affects the image and credibility of the Department. Significant patience and clarity must be exercised in explaining legal information and procedures to lay people; at the same time, Senior Judicial Clerks must be sensitive to the demands of providing service to a high volume of customers. In addition, Senior Judicial Clerks are responsible for managing specified court-related financial transactions.

Public Counter:

- Provide accurate procedural advice or information in response to inquiries.
- Conduct searches for existing actions.
- Receive, examine, enter, file, issue and distribute court documents
- Receive requests for certified copies of court documents and process same as required.
- Commission and witness documents brought in by the Bar, Crown, enforcement agencies and public
- Provide assistance to witnesses and jurors

Financial Duties:

- Collect fines, restitution, bail, trust monies, fees and all other monies, and issue receipts
- .Enter all payments in the computer management system; account for all trust monies and complete appropriate documentation.
- Balance daily; prepare bank deposits and issue cheques
- Disburse payments using proper accounting procedures and Court Orders
- Reconcile daily and monthly financial statements to computer management system.

3. Documentation and General Duties

The efficient and accurate administration of the judicial system in Alberta relies on complete, 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 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 or a civil law suit. In this capacity the Senior Judicial Clerk will:

- Receive, review and process court documentation and enter all data in the appropriate computer management system
- Following direction of the Court, prepare any combination of legal documents that are required.
- 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.
- Conduct detailed reviews of various applications such as Divorce, Surrogate or Child Welfare matters and submit to Judiciary for review
- Set matters for hearings, as appropriate
- Ensure that the documents are processed and distributed to the proper parties and departments.

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4. Quasi-Judicial Functions

a) (Non-Presiding) Justice of the Peace

This Judicial Clerk serves as non-presiding Justices of the Peace, these duties fall under the direction of the Chief Judge. This authority allows them to:

- Swear Informations, confirm or cancel police process
- Perform administrative releases pursuant to court orders
- Interview and qualify sureties
- Receive applications regarding seized items and issue orders
- Adjourn matters in the absence of a Provincial Court Judge
- Administer oaths, affirmations or take declarations
- Deal with Part 3 tickets under the Provincial Offences Procedures Act

b) Taxation Officer

This Judicial Clerk is required to tax party/party bills of cost. In handling these, Judicial Clerks must:

- Ascertain that the claimant has appropriately demonstrated entitlement to costs.
- Tax the bill

c) Delegation of Duties/Appointments

The Judicial Clerk is delegated authority to perform various legal functions. This may include but is not limited to:

- Deputy Clerk of the Court
- Process court documents, issue default judgements
- Commissioner for Oaths

5. Circuit Court

In this jurisdiction, Judicial Clerks are required to travel to circuit courts to provide onsite paralegal support to both the court and to frontline operations. These situations require a significant degree of autonomy in the delivery of services. Due to the isolation, volume and variety of work, there is rarely an opportunity to consult guidelines or supervisors. All activities related to base court apply to circuit court administration. The Judicial Clerk must also be prepared for technical problems with equipment and be able to deal with back-up systems. The Judicial Clerk must be versatile and be able to manage the dual responsibilities of courtroom administration and counter service in a single day. The Judicial Clerk is responsible for the security and transportation of cash, exhibits and files to and from base court. Independent decisions must be made quickly and with confidence.

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 of the various Provincial and Federal Statutes, Alberta Rules of Court, 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-making

- 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. Quasi-judicial decisions will be made independently. Complex matters that go beyond the scope of the individual's knowledge, expertise or authority, or those, which may be sensitive to the Department or Judiciary, will be referred to the supervisor for consultation.

Geographic

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](#)).

- Judicial Clerks may work in varied Court operations. Judicial Clerks in the regional locations have a broader knowledge base and may be more generalized in their delivery of service. Additionally, a Judicial Clerk may be assigned circuit duties

Physical Demands

a) 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 files, boxes and exhibits to and from the courtroom.

b) Counter/Office Duties

Can involve long period of standing or sitting while responding to client inquiries or while utilizing a computer at eh service counter. Work can be of a repetitive nature while stamping documents, filling out various documentation and use of cash register. Heavy manual work may be required when packing and moving records.

Risk

a) Security

Judicial Clerks are required to work in secure areas and must follow policies and procedures to ensure security risk is minimized.

b) Travel

Judicial Clerks assigned to circuit court will be required to travel regularly to satellite court locations. Travel will be required year-round which may include adverse road conditions and will be primarily by vehicle, which may be provided by the Judicial Clerk. It is possible that early morning or late night travel will be required and there are many occasions when the Judicial Clerk is travelling alone.

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.

- The 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 Judicial Clerk's conduct is professional at all times. They are capable of working calmly in highly stressful conditions. The Judicial Clerk demonstrates the capacity to multi task and to see beyond the boundaries of what they're doing, thinking and seeing.
- In order to achieve the level of results expected, the Judicial Clerk must possess good organizational skills to handle the volume and complexity of work required. The Judicial Clerk must be able to execute all work accurately.
- The Judicial Clerk deals with constant change. As a result, they must be interested in learning, be very flexible and willing and able to perform any job on any given day
- Communication skills for the Judicial Clerk series are demonstrated:
 - Verbally**, through the capacity to be articulate; possess a good vocabulary and use good grammar; explain legal 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;
 - Through active listening**, by accurately recording Court proceedings and while performing Counter duties, provide information in response to a wide range of inquiries;
 - Through comprehension**, by the capacity to read and interpret information quickly.
- As a frontline representative of the Justice System, the Judicial Clerk needs to have a constant focus on serving clients. Judicial Clerks must provide helpful information to the Judiciary, the Bar and the public and they must follow through on inquiries, requests and complaints. It is essential that the Judicial Clerk understand when to refer clients to other services that provide the assistance required. Judicial Clerks must also correct problems promptly and non-defensively.

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The work of a Judicial Clerk is completed within a team structure. Judicial Clerks contribute positively by actively sharing information; by respecting others; supporting team decisions; completing their own share of the work and assisting with the workload as volumes/need dictate.

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, 6th 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

Name Signature Date

Division Director/ADM

Name Signature Date