

Job Class Profile: Court Clerk I**Pay Level: CG-25 Point Band: 456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	4	2	2	3	1	2	
Points	187	50	13	19	60	43	62	21	21	476

JOB SUMMARY

The Court Clerk I is responsible for performing a variety of administrative and legal procedures for the Office of the High Sheriff and the Supreme and Provincial Courts.

Key and Periodic Activities

- Prepares various court orders (i.e. Garnishees, Installment Orders, Seize and Sell, Ship Arrests), court documents and correspondence on the Judgement Enforcement Registry and assigns to a Sheriff's Officer for service.
- Processes search requisitions.
- Administers the jury system. Reviews list of prospective jurors and prepares jury summons and other required documents for distribution, ensuring time lines are met for scheduled trials. Reviews and analyzes returned jury summons for proper documentation from jurors seeking exemptions.
- Performs electronic filing such as search requisitions on the Sheriff's Office website, or for the Provincial and Supreme Courts.
- Processes documents involving bankruptcy to determine if the debtor is a registered debtor on the Judgement Enforcement Registry and uses other resources to determine if the debtor is the same person.
- Reviews and analyzes civil and criminal documents originating from other departments such as Government Departments, Support Enforcement Agency, Unified Family Court, etc., and assigns them to Bailiffs/Deputy Sheriffs for proper service.
- Interacts with internal and external clients including provincial and federal contacts, the legal community, and the general public.
- Acts as Commissioner of Oaths.
- Performs other duties such as covering the receptionist area when needed, answering the phone, entering cheques into the Judgement Enforcement Registry, entering correspondence received into the mail log, filing, etc.

SKILL**Knowledge**

General and Specific Knowledge:

- Legal and court related documents, procedures, operations, policies, and applicable acts/legislation.
- Clerical and administrative procedures.
- Legal terminology.

Formal Education and/or Certification(s):

- Minimum: 2 Year specialized post-secondary Diploma in Office Administration.

Years of Experience:

- Minimum: 2 to 3 years.

Competencies:

- Highly developed administrative skills.
- Good communication, organizational, analytical and interpersonal skills.
- Ability to exercise sound judgement with attention to detail.

Interpersonal Skills

- Interpersonal skills include listening to information from others, asking questions to get information, providing routine information and direction to others, gaining the co-operation of others to complete work or address issues. May deal with upset or angry people on the phone or in person.
- Works in a team environment (with Bailiffs and Deputy Sheriffs) in communicating and allocating documents for service before trial dates.
- The three most significant contacts are with the Manager of Judgement Enforcement and coworkers to discuss particular issues arising relating to the Judgement Registry; Bailiffs and Deputy Sheriffs with regards to service of civil, criminal and enforcement documents and internal government departments and the legal community on the operations of the Office of the High Sheriff as well as contact with Fines Administration, Support Enforcement Agency, Provincial Courts, and the Student Loan Corporation.

EFFORT**Physical Effort**

- Work demands do not result in considerable fatigue, requiring periods of rest.
- Occasionally required to lift objects less than 10 lbs., such as office materials or documents that have to be carried up and down several flights of stairs.
- Work provides the opportunity for occasionally standing and walking.
- Constant fine finger/precision work and sitting while using a computer and telephone.

Concentration

- **Visual** concentration is a constant required for great majority of duties such as reviewing jury certification return forms, completion of legal documents and forms requiring accuracy, and continual use of the computer.
- **Auditory concentration or strain** is required on a regular basis when listening to instructions relating to tasks, gathering information or listening to customers on the phone in an open office environment.

- **Repetition requiring alertness** is a regular occurrence as work tasks include constant data entry when there is an abundance of incoming mail with additional information or changes.
- **Interruptions** are experience on a regular basis from frequent telephone calls, which can impact the entry of time sensitive documents into the Judgement Enforcement Registry.
- **Time pressures and deadlines** are experienced in making sure timelines are met for scheduled trials as well as timelines associated with entering documents into the Registry.
- **Lack of control over the work pace** occurs regularly as multitasking is required when dealing with incoming calls and person to person contact, in addition to other tasks that must be completed daily.
- **Higher than normal levels of attentiveness/exact results and precision** is constantly required in all documents prepared and in the compilation of the Jury List, which includes entering information from forms into the database, tallying and sorting information, and generating the list of prospective jurors which must reflect the exact number of Jurors attending court.

Complexity

- Tasks and activities tend to be different and related, allowing for use of similar skills and knowledge.
- Tasks are generally repetitive and well defined, and problems can be addressed by following procedures and/or guidelines or working with standardized and defined work practices.
- A typical challenge or problem that can occur is when the office is about to close and a client comes in with a ship arrest. This requires that the required number of certified copies of court documents is provided, contact is made with the Bailiff/Deputy Sheriff immediately for service, entering of the information into the Judgement Enforcement Registry, examining the information recorded, printing and sorting all documents, and then relaying to the Bailiff/Deputy Sheriff.
- Typically can reference advice from the Manager of Judgement Enforcement or by referencing the Judgement Enforcement Act and Regulations, Jury Act 1991, Jury Policies and Procedures Manual, Judgement Enforcement Policies and Procedures Manual, Street Directory.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are generally prescribed or controlled.
- Discretion is exercised when entering information on the Judgement Enforcement Registry ensuring confidential information (i.e. social insurance numbers) is covered while keying information. Must also exercise discretion when interpreting policies and procedures when dealing with issues arising with creditors, debtors or other government departments. For example determining whether or not a debtor on unemployment insurance can be garnished.

Impact

- Generally has impact on immediate work area, the department and organization, and customer/clients/general public.
- Resources impacted include information and finances. If information is omitted or incorrect on documents regarding bank account garnishee, the bank will act only on the information

provided. This may impact the debtor as a larger amount may be deducted, or could impact the creditor as funds in the account may already have been withdrawn by the debtor. Errors on court documents can delay creditors in having their judgements settled.

- If a summons or subpoena is not served in a timely manner, the accused or witness may be absent for a court date and would have a significant impact on the trial taking place.
- The Manager of Judgement Enforcement examines most faxes and incoming mail, which is allocated to the appropriate staff member for immediate action.
- Consequences and/or errors are normally identified and resolved within hours of identification.

Development and Leadership of Others

- Not directly responsible for the supervision of staff.
- Provides occasional advice and/or guidance.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for special precautions or the use of safety equipment.
- There is no likelihood of cuts, bruises, illness or injury which may result in disability.
- Regularly exposed to computer glare and lack of privacy while working in an open office environment.