



Where ideas work

Court Clerk

Salary \$21.55 to \$24.41 hourly

This position is temporary, part-time "As and When Required" until Mar 31, 2014

An excellent opportunity to contribute to the administration of justice in a fast paced, challenging and diverse legal environment

The Court Services Branch is responsible for the delivery of all court administration services in BC, including registry, trial support and Sheriff Services. The Registry provides infrastructure to support the justice system and processes documents that are required by the court to ensure timely and effective handling of court cases.

As Court Services Clerk, you are flexible and organized providing administrative services to the Court and Registry. A positive individual and effective communicator, you build strong working relationships interacting with members of the public, the bar and the judiciary. Responsible for pre-court and in-court duties, you display tact and discretion as you interpret, complete and review court documents and files for accuracy before distribution. Ensuring smooth execution of court sessions, you prepare the courtroom, equipment and obtain necessary documentations for trials. A highly professional and experienced administrator, you will enjoy the challenge and the reward of ensuring the protection of the public in British Columbia.

May be required to travel, including travel in adverse weather conditions and work in other areas of Court Services including other geographical areas. Must be able to work in an environment with exposure to unpleasant dealings with the public and clients. Must be flexible to potentially work flexible hours, including varied shifts and overtime on short notice. Transportation arrangements must meet operational requirements of the ministry.

For more information about this posting, please contact: Cindy Gerstel at 250.784.2275. For technical problems, please email BCPSA.Hiring.Centre@gov.bc.ca

For more information on this exciting career opportunity including how to apply, please visit: <http://employment.gov.bc.ca/CourtClerk14246>

To be considered for this position your resume must clearly demonstrate that you have the following:

- Secondary School graduation or equivalent.
- A combination of related administrative support/clerical experience, education and/or training preferably in such areas as accounting/financial, front counter/reception, records management, courts, etc.).
- Experience in keyboarding/data entry, word processing and other standard computer applications.
- A valid BC Drivers licence is required.

Applicants moving forward in the selection process may be assessed on the knowledge, skills/abilities and competencies reflected in the attached job description.