

Judicial Clerk – Subsidiary 1

APS Benchmark Listings

Sub.	Bench- mark No.	Dept.	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Senior Deputy Clerk (Point Range 228 - 268)												
001	017JC03	Justice & Sol. Gen.	Deputy Admin., St. Paul	D	I	2	152	29	43	R2	57	252
001	017JC02	Justice & Sol. Gen.	Supervisor, Criminal Sec. - QB Calgary	D	I	2	152	25	38	R2	50	240
001	017JC01	Justice & Sol. Gen.	Supervisor, Documentation Prep & Acctg.	D	I	2	152	25	38	R2	50	240
Deputy Clerk (Point Range 192 - 227)												
001	016JC01	Justice & Sol. Gen.	Unit Supervisor, Prov. Criminal	C+	I	2	132	25	33	R2	43	208
Senior Judicial Clerk (Point Range 161 - 191)												
001	015JC05	Justice & Sol. Gen.	Sr. Judicial Clerk, Calgary QB	C+	I	1	115	25	29	R2	38	182
001	015JC04	Justice & Sol. Gen.	Sr. Judicial Clerk, St. Paul	C+	I	1	115	25	29	R2	38	182
001	015JC03	Justice & Sol. Gen.	Sr. Judicial Clerk, Edm. Prov. Crim.	C+	I	1	115	25	29	R2	38	182

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001	015JC02	Justice & Sol. Gen.	Sr. Judicial Clerk, Prov. Lethbridge	C+	I	1	115	25	29	R2	38	182
001	015JC01	Justice & Sol. Gen.	Sr. Judicial Clerk, QB Lethbridge	C+	I	1	115	25	29	R2	38	182
Judicial Clerk (Point Range 114 - 134)												
001	013JC03	Justice & Sol. Gen.	Judicial Clerk, Calgary QB	C	T+	1	87	19	16	R1	19	122
001	013JC02	Justice & Sol. Gen.	Judicial Clerk, St. Paul	C	T+	1	87	19	16	R1	19	122
001	013JC01	Justice & Sol. Gen.	Judicial Clerk, Edm. Prov. Crim.	C	T+	1	87	19	16	R1	19	122

Subsidiary 1

Benchmark Evaluation - 017JC03

Identification Section

Working Title:	Deputy Administrator
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Regional Courts, St. Paul Provincial Court and Court of Queen's Bench
Reports To:	Administrator, Manager
Levels to D.M.:	5
Job Description:	017JC03
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	017JC - Senior Deputy Clerk

Comments on Role

The position's role is an administrative para-legal that organizes and manages the daily activity of the Judicial District of St. Paul. The position performs the judicial and quasi-judicial duties of a Deputy Clerk of the Court of Queen's Bench, Surrogate Court and Provincial Court and that of a Deputy Sheriff.

Position supervises several Judicial Clerks.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI2 152	29% 43	R2 57	252

Comments on Evaluation

- **Knowledge:**

This senior administrative Judicial Clerk has strong working knowledge regarding the administration of the Court System (Provincial and Queen's Bench) and of government financial and administrative procedures. The breadth of knowledge required results in a "D" rating. The position must have an understanding of the court system to supervise units. Full supervision (assign, monitor and review work of others) requiring the Benchmark to influence behaviour of staff resulting in HR "2" rating.

- **Creativity/Problem Solving:**

Benchmark works independently within a broad framework of diversified legal and administrative guidelines, policies and procedures. May participate in the development of new administrative procedures to ensure the effective administration of the Base and Circuit locations.

- **Responsibility:**

This position's quasi-judicial appointments (i.e. Deputy Clerk of the Court/Non-Presiding Justice of the Peace, etc.) has a regulatory focus resulting in an "R2" rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 017JC03

Identification Section

Working Title:	Deputy Administrator, St. Paul
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Regional Courts, St. Paul Provincial Court and Court of Queen's Bench
Reports To:	Manager
Levels to D.M.:	5

Purpose

(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.)

The Deputy Administrator role is an administrative paralegal position that oversees the daily activity, which organize and manage the court processes for the Judicial District of St. Paul and its circuits. This position supervises several Judicial Clerks who are performing para-legal responsibilities in support of the Courts.

This position performs the judicial and quasi-judicial duties of a Deputy Clerk of the Court of Queen's Bench, Surrogate Court and Provincial Court, and that of a Deputy Sheriff. The position 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 five primary areas of responsibility for this role, which fall into the following categories; administrative, supervisory, assistance to public/legal community, legislative and quasi-judicial.

Responsibilities and Activities

(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.)

1. Administrative

- Assist with the formulation of operating plans and the development of objectives and goals.
- Assist with the development of practices and procedures suitable to the attainment of established operating objectives and their proper implementation.
- Assist with preparation of various reports and statistical returns relating to all facets of court operations as required.
- As expenditure officer, ensure accuracy and approve payment of staff expense accounts, invoices for services and materials, witness and juror fees and expenses and payment of fees for Service for Fee Justices of the Peace.
- Assist with estimating budget requests and administration of approved budgets, submission of monthly variance report and administer budget in accordance with recognized accounts procedures.
- Subject to approval, assist with the development of an effective structure to ensure that operational duties are completed in accordance with set standards.
- Administer proper banking and control of trust funds.
- Ensures exhibit policies and procedures are complied with in accordance to departmental guidelines.
- As a Trial Coordinator for Court of queen's Bench, book, monitor, coordinate all civil and criminal trials, all special chambers applications and scheduling and recording of all pre-trial conferences.
- Assists with maintaining operational security and management of court operations adhering to legislation and government policy in order to ensure the safety of staff, judiciary, users, cash, investments, exhibits and facilities.
- As Deputy Sheriff maintains demographically balanced jury lists, summons jurors and grants or denies exemption requests and ensures jury guards are in attendance as required.

2. Supervisory

- Assist staff with the preparation of Orders of the Court and sign.
- Ensure that trained Court Clerks attend all sittings of Court.

- Supervise and ensure the safe keeping and proper filing of all Court files, documents and exhibits.
- Supervise accounting for fines, bail, restitution and the receipt and distribution of trust funds.
- Supervise data entry to the court automated system.
- Assist the Administrator to ensure proper reporting and training for Occupational Health and Safety initiatives for staff.
- Recruit, select and train new staff.
- Plan, direct, schedule and review the work of subordinate judicial clerks.
- Formally appraise performance.

3. Assistance to the Public/Legal Community

This position holds an extremely high profile and information that is given, as well as the manner in which it is delivered, affects the image and credibility of the office. Significant patience and clarity must be exercised in explaining legal information and procedures to lay people, other users of the court and the staff that are supervised.

Public Counter

- Provide accurate procedural advice or information in response to inquiries from public and staff.
- Conduct searches for information on specific files especially on complicated matters.
- Receive, examine, enter, file, issue, approve and distribute court documents.
- Commission and witness documents brought in by the Bar, Crown, enforcement agencies and public.
- Provide assistance to witnesses and jurors.
- Reject documentation as necessary with suitable explanations.

Financial Duties

- Responsible for the collection of fines, restitution, bail, trust monies, fees and all other monies, and issue receipts.

- Ensure all payments are entered into the computer management system, account for all trust monies and complete appropriate documentation.
- Ensure daily balancing and preparation of bank deposits according to policies.
- Disburse payments using proper accounting procedures and Court Orders.

4. Legislation and Documentation

The smooth running of the judicial system in Alberta relies on accurate and up-to-date information. This position is required to know the computer systems and the legislation that govern these systems and the documentation of the Provincial and Federal statutes. This position is responsible to follow through on essential administrative activities that result from Court adjudications and counter requests. Leading the team to complete this work as it is time-sensitive and 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 position will:

- Ensure that all staff are adequately trained to provide a full range of documents in follow-up to court and counter activities.
- Ensure that the legislation is understood and acted upon. Keep current with changes.
- Ensure that legislation knowledge is applied daily to assist employees and the public with understanding the law.
- Receive, review and process 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 or non-compliance are clear.
- Conduct detailed reviews of various applications such as Family and 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.

5. Quasi-Judicial Functions

(Non-Presiding) Justice of the Peace

This position may serve as a non-presiding Justice of the Peace under the direction of the Chief Judge. This authority allows them to:

- Swear informations, confirm or cancel police process.
- Accept pleas, review tickets for irregularities.
- 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.

Delegated Authorities

This position may be delegated authority to perform various legal functions which may include but is not limited to:

- Deputy Clerk of the Court (Provincial and Queen's Bench).
- Process court documents, issue default judgements, settle minutes if parties are in dispute on Court orders, issues subpoenas for attendance of witnesses.
- Commissioner for Oaths.

Taxation Officer

Conducts Solicitor/Client taxation's in accordance with Rules of Court, applying taxing principles and considering all prior written decisions.

- Independently taxes accounts and issues Certificates of Taxation.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is the Deputy Administrator and oversees the daily administration of the Courts and related services for St. Paul and its circuits. This position supervises a large number of para-legal positions

in the St. Paul Judicial District, which provide para-legal services to the base point in St. Paul and its circuit points, and also performs several quasi-judicial roles. Extensive knowledge of statutes, rules, manuals, policy directives and procedures of all court activities are required. Depth and breadth of knowledge is a principal feature of this role. Acts as the Court Administrator when that individual is absent.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position has frequent contact with the Judiciary, lawyers, law enforcement agencies and the public to resolve functional problems that arise from the interaction between the various agencies. Contact generally involves conflict resolution or development of operating procedures to resolve mutual problems in procedure or administration. Position provides guidance and clarification of policy for its staff.

Knowledge, Skills and Abilities

(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 an extensive working knowledge of the Criminal Code, related Federal and Provincial statutes, policy directives and the Provincial Court and Queen's Bench procedure manuals. Must be able to interpret and explain legislation, Alberta Rules of Court and apply Practice Notes. Position must be able to defend decisions on the basis of applicable legislation or statute.

Knowledge of internal and external computer systems; personal computers and various software programs. Knowledge of specialized department recording equipment, cash registers and debit/credit machines.

Typically requires a high school diploma, para-legal training and extensive related experience, including supervisory experience.

Organization

(Working titles of positions reporting directly to this position.)

This position has full supervisory responsibility for approximately 15 Judicial Clerks.

Last Review / Update: 2016-03-11

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Alberta 

Subsidiary 1

Benchmark Evaluation - 017JC02

Identification Section

Working Title: Supervisor Criminal Section
Department: Justice and Solicitor General
Division, Branch/Unit: Court Services, Court of Queen's Bench, Calgary
Reports To: Assistant Manager, Court of Queen's Bench
Levels to D.M.: 5
Job Description: [017JC02](#)
Minimum Recruitment Standard: See the Minimum Recruitment Standard for [Judicial Clerk](#)
Job Code: [017JC](#) - Senior Deputy Clerk

Comments on Role

This position is the Chief Criminal Supervisor for all criminal matters in Queen's Bench, Calgary. Responsible for the assignment, control, organization, evaluation and overall administration of all Judicial Clerks for the Criminal Section as well as the Jury Section, Witness Management, Summary Conviction Appeals and Bail Estreatments.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI2 152	25% 38	R2 50	240

Comments on Evaluation

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- **Knowledge:**

This Senior Deputy Clerk role requires indepth knowledge regarding the administration of the court system. Knowledge and specialized skills are gained through extensive on-the-job experience and training. This benchmark is responsible for supervision of all aspects of the Criminal Section within the Court of Queen's Bench including court and counter functions, witness management, jury, bail estreatments and Summary Conviction Appeals. The position must understand how the work of its unit relates to the functioning of the court system. Full supervision of the Criminal Section (assign, monitor and review work of others) requiring Benchmark to influence behaviour of staff resulting in HR "2" rating.

- **Creativity/Problem Solving:**

Benchmark works independently within established guidelines, practices and regulations to plan and organize the day-to-day work of the Criminal Section. Assistance is available. However, there is some latitude to determine what precedents apply to differing situations.

- **Responsibility:**

This position's quasi-judicial appointment (i.e. Deputy Clerk of the Court/Non Presiding Justice of the Peace, etc.) has a regulatory focus resulting in an R2 rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 017JC02

Identification Section

Working Title: Supervisor, Criminal Section, Queen's Bench, Calgary
Department: Justice and Solicitor General
Division, Branch/Unit: Court Services, Court of Queen's Bench, Calgary
Reports To: Assistant Manager, Court of Queen's Bench
Levels to D.M.:

Purpose

(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.)

Under the general direction of the Assistant Manager, Court of Queen's Bench and under related legislation, policy and procedure, this position is the Chief Criminal Supervisor for all criminal matters in Queen's Bench. Responsible for the assignment, control, organization, evaluation and overall administration of all Judicial Clerk's for the Criminal Section.

Responsibilities and Activities

(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.)

- 1. Responsible for the supervision of Judicial Clerks in the Criminal section of Court of Queen's Bench and ensuring a high standard of service delivery to clients, the public and legal professions.**
 - Assigns duties.
 - Provides training for processing of documents.

- Explains procedures and sequence of events including all time frames and deadlines.
- Review work assignments to complete individual performance appraisals annually or as required.
- Recruitment and selection of new staff through the recruitment process by evaluating each applicant for vacant positions

2. Responsible for the operation and service delivery of the Criminal Counter section in Court of Queen's Bench.

- Receives bail orders, notice of re-elections, indictments etc. from solicitors, prosecutors and the public.
- Check and ensure accuracy of documentation and adherence to the Criminal Code.
- Sign accurate documentation as authorizing signature for the Clerk of the Court.
- Refer clients to cashier for payment of fines once documentation has been processed.
- Read and explain documents with appropriate Criminal Code sections to the accused so they are aware of the consequences of breaching said orders.
- On an occasional basis, attend trials as a witness with regard to breaches of probation orders to testify that criminal code sections and conditions were explained and correct addresses for reporting were given for reporting.
- Receive reports of committals, informations, preliminary inquiries, recognizances, Undertakings ensuring documents contain pertinent information to enter on JOIN system by using correct endorsements or to create new files when necessary to maintain accurate up to date computer records of all data event codes.
- Acts as Justice of the Peace by signing witness subpoenas, issue warrants for arrest and release accused on undertakings and recognizance.
- On an occasional basis, issue warrants for non payment of fines by signing and forwarding to correct enforcement agency. Receive computer forms for fine write-offs through RCMP or City Police for processing.

3. Supervise the Witness Management function, Summary Conviction Appeals, Bail Estreatments, Jury Section.

- Process witnesses claims by checking subpoena against trial docket. Calculate amount and verify receipts submitted.

- Review all cheques typed for interpreters, experts and witnesses and counter sign name.
- Answer inquiries of witnesses and the legal profession in person or telephone regarding witness entitlement.

4. Ensure the accuracy and completeness of all files in the Criminal section, Court of Queen's Bench.

- Ensure all original documents are on file and files are ready for court weekly.
- Maintain separate filing system for warrants, waivers, fines, pending and completed files.
- Close files by checking JOIN documents such as Warrants of Committals, Reports of Criminal Trial to ensure charges and indictments have been completed accurately.
- Assists Clerks with the preparation of Report of Criminal Trial to reflect accurately the outcome of the trial.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position provides legal administrative support to the Court of Queen's Bench and makes decisions within defined guidelines. Interpretation of Acts is necessary and done independently by the incumbent; matters regarding variance from policy and procedure are referred to the Assistant Manager for guidance. This position is responsible for the supervision of the Criminal section of Court of Queen's Bench.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Respond to inquiries from the public, solicitors, prosecutors, correctional institutions, enforcement agencies, other courts as to trial dates, type of charges, arraignment procedures, outstanding warrants, procedures for bail orders.

- Respond to written correspondence from the public, solicitors regarding pardons, certificates of conviction, and copies of reports of criminal trials.
- Respond to inter office inquiries regarding interpretations of decisions in court, variations from Rules of Court or the Criminal Code.
- Liaises with Justices.

Knowledge, Skills and Abilities

(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.)

- Criminal Code (including all forms).
- Knowledgeable of the practices, regulations, policies governing Justice of the Peace appointment.
- Rules of court.
- Supervisory practices.
- Policies, procedures and guidelines for Court of Queen's Bench.
- Para-legal course.
- Several years experience as a Judicial Clerk.

Organization

(Working titles of positions reporting directly to this position.)

Supervises one Judicial Clerk (Jury Clerk), one Judicial Clerk for Summary Appeals and Bail Estreatments and four Judicial Clerks for Criminal Court/Counter/Witness section/Summary Appeals/Bail Estreatments.

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Evaluation - 017JC01

Identification Section

Working Title:	Supervisor, Documentation Preparation and Accounting
Department:	Justice and Solicitor General
Division, Branch/Unit:	Edmonton Provincial Court Criminal Division
Reports To:	Administrator
Levels to D.M.:	5
Job Description:	017JC01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	017JC - Senior Deputy Clerk

Comments on Role

The position administers and coordinates the online data entry and finished filing functions for the Provincial Court, Criminal and oversees the processing of all monies received on both in-scope and out-of-scope matters of the Provincial Court.

The position supervises several Court Administrative (On Line Data Processing Operators) and Filing Clerks.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI2 152	25% 38	R2 50	240

Comments on Evaluation

- **Knowledge:**

The position requires a combination of in-depth knowledge of financial regulations, policies and controls and federal/provincial statutes and Rules of Court governing court administration. The depth of knowledge in these diverse areas (financial and court administration) results in the "D" rating. Full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) with an understanding of how it relates to the administration of the court process. Full supervisory responsibilities including the assigning, monitoring and reviewing of work and influencing subordinates performance results in a "2" rating for Human Relations Skills.

- **Creativity/Problem Solving:**

Position operates within the established Rules of Court, regulated guidelines and procedures as well as available legal precedents. Works independently within financial policies, procedures and regulations to determine the most appropriate course of action for unique situations. Plans and organizes the daily work of the unit. Exercises judgment in the administration of its unit as well as the performance of its Clerk of the Court and Non-Presiding Justice of the Peace duties.

- **Responsibility:**

The position's quasi-judicial appointments (i.e. Clerk of the Court and Non-Presiding Justice of the Peace, etc.) have a regulatory focus resulting in an "R2" rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 017JC01

Identification Section

Working Title:	Supervisor, Documentation Preparation and Accounting
Department:	Justice and Solicitor General
Division, Branch/Unit:	Edmonton Provincial Court Criminal Division
Reports To:	Administrator, Administration 2
Levels to D.M.:	5

Purpose

(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.)

The Supervisor, Documentation and Accounting administers and coordinates the online data entry and finished filing functions for Provincial Court, Criminal and oversees the processing of all monies received on both in-scope and out-of-scope matters of the Provincial Court.

This position supervises several Court Administrative (Online Data Processing Operators) and Filing Clerks.

Responsibilities and Activities

(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.)

1. Supervisory responsibilities.

- Oversee accurate data entry and filing.

- Oversee preparation of Warrants, Release Documents and Court ordered endorsements.
- Provide training and guidance on practices and procedures including how to deal with telephone enquiries from lawyers, correctional facilities, probation officers, police agencies, Judiciary, and the public.
- Establish performance standards and deliver progress reviews and formal performance appraisals.
- Participate in recruitment and selection of new staff.
- Regular communication with Corrections, Police, Prosecution and Judiciary on matters of mutual concern.

2. Accounting responsibilities.

- Expenditure Officer for interpreter and witness travel expenses, and bails.
- Monitor preparation of cheques.
- Oversee the input of financial data such as fines, bails, restitution and search fees.
- Check and correlate various daily, monthly and annual balances and financial reports.
- Oversee monthly billings, and the investment and divestment of term deposit bail funds.
- Maintain filing system for restitution orders.

3. Clerk of the Court and Non-Presiding Justice of the Peace duties.

- As a designated Clerk of the Court, issue processes on behalf of the Court.
- Release accused on bail orders, explaining items and obligations to the accused.
- Receive and verify Queen's Bench Bail Orders for accuracy.
- Receive and deposit cash received.
- Sign and issue affidavits and subpoenas.
- Interview and quality sureties.

- Swearing Informations.
- Confirm or cancel police process.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position exercises a high level of communication skills to provide direction, guidance and training to the Assistant Supervisor and 12 Administrative Support staff of the Documentation and Finished Filing Units. As well, this position also performs para-legal and accounting related responsibilities.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position also has considerable interaction with the Police, RCMP, the Crown, lawyers, witnesses and the public for the purpose of explaining process and procedures, provides information and interpretation. Position exercises a high level of communication skills to supervise a considerable number of clerical staff. Position also has considerable interaction with the Judiciary, lawyers, witnesses, and the public for the purpose of explaining process and procedures.

Knowledge, Skills and Abilities

(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 a thorough working knowledge of the Criminal Code, CSDA, related Federal and Provincial statutes, policy directives and the Provincial Court procedure manual and the ability to communicate effectively with the public.
- This position requires a thorough knowledge of regulations, policies and financial controls to carry out day-to-day responsibilities and to ensure that staff are complying with such.

- Application of specialized skills as they relate to the financial aspect of this position; this can be acquired through considerable on-the-job experience.
- Requires a High School Diploma, a para-legal course and extensive related experience (5 years) as well as supervisory experience.

Organization

(Working titles of positions reporting directly to this position.)

Position has full supervisory responsibility for one Judicial Clerk who is the Assistant Supervisor, approximately nine Court Administrative Clerks (Online Data Processing Operators) and two Administrative Support Finished Filing Clerks.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 016JC01

Identification Section

Working Title:	Unit Supervisor, Prov. Criminal
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Provincial Court, Criminal Division
Reports To:	Manager
Levels to D.M.:	5
Job Description:	016JC01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	016JC - Deputy Clerk

Comments on Role

This is a working supervisor who supervises several Judicial Clerks while they are in court. Position is responsible for scheduling and training staff on court procedures. This benchmark is also the Senior Judicial Clerk within the First and Second appearance trial courts (docket court).

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+I2 132	25% 33	R2 43	208

Comments on Evaluation

- **Knowledge:**

In order to perform the Senior Judicial Clerk duties of docket court, the position is required to have significant knowledge of provincial/federal statutes, Rules of Court and manuals governing the administration of court as well as strong working knowledge of computer systems utilized in the court process. This knowledge can only be gained through considerable on-the-job experience and training. The position requires in-depth knowledge of the Provincial Court Criminal and this specialized knowledge results in the "C+" rating. The working supervisor is required to have equal content knowledge to the full working level Senior Judicial Clerk. Full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) responsible for planning and organizing their own activities when in docket court and for scheduling and coordinating subordinate Judicial Clerks in court. As this is a working level supervisor, the difference in job size between this benchmark and the full working level Senior Judicial Clerk is in the human relations skills. This position is required to assign, monitor, and evaluate work of subordinates and influence their performance while they are in court which results in a "2" rating for Human Relations skills.

- **Creativity/Problem Solving:**

The position operates within the established Rules of Court, regulated guidelines and procedures as well as available legal precedents. There is latitude to consider the most appropriate procedure or precedent to follow due to changes in guidelines and unique situations. They plan and organize their day-to-day work as well as schedule Judicial Clerks for court. While there is readily available assistance, the position is expected to work independently and exercise sound judgment.

- **Responsibility:**

The position's quasi-judicial appointments (i.e. Clerk of the Court and Non-Presiding Justice of the Peace, etc.) have a regulatory focus resulting in an "R2" rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 016JC01

Identification Section

Working Title:	Unit Supervisor, Prov. Criminal
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Services, Provincial Court, Criminal Division
Reports To:	Manager
Levels to D.M.:	5

Purpose

(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.)

Reporting to the Manager, Provincial Court Criminal and within the Rules of Court, related legislation, policies and guidelines, this working supervisor position ensures the smooth delivery of administrative matters and within the First and Second appearance trial courts. Position supervises several para - legal positions ensuring that staff are properly qualified and is responsible to ensure the smooth uninterrupted flow of cases through the First and Second appearance courts. In addition this position acts as a non - presiding Justice of the Peace.

Responsibilities and Activities

(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.)

- 1. This position is a working supervisor responsible for supervising Court staff in order to ensure the qualified Judicial Clerks are in place to assist the criminal courts and that the Judicial Clerks perform the required duties properly and efficiently.**
 - Ensure staff are adequately trained to handle docket and trial courtrooms.

- Adjust staff to deal with overloads in the office and the courtroom.
- Ensure each court sitting is assigned a Court Clerk .
- Perform human resource responsibilities including staff selection, performance appraisals, authorizing vacations and dealing with timesheet deviations.
- Provide training to Judicial Clerks as required.
- Assists Court Clerks in resolving complex technical or procedural issues.
- Define policy decisions to staff and ensure compliance.
- Has cheque signing authority .
- Monitor and provide feedback on matters requiring updates and revisions.
- Assists Clerks in all in office matters .
- Ensure a safe work site.

2. Position is responsible for providing non - presiding Justice of the Peace duties and Clerk of the Court duties for the Criminal Division of Provincial Court.

- Swearing Informations and affidavits.
- Release accused on Bail Orders, thoroughly explaining to the accused their obligations relative to the order.
- Confirm or cancel police processes .
- Act as back - up Justice of the Peace for the counter service staff by granting adjournments, signing subpoenas for the Crown and Defense, and hearing applications for Time to Pay .

3. This position is responsible within the Rules of Court and related legislation to ensure the smooth uninterrupted flow of cases through the First and Second appearance courts.

- Ensure compliance with exhibit logging and recording requirements, including proper security of monies, narcotics and documents.
- Maintain liaison with the judiciary, solicitors, police agencies, government staff and the public.

- Before court opens and during court proceedings organizes list of cases to be called to accommodate the schedules of numerous legal professionals, ensures all files are affixed with the proper documentation.
- Acts as an aide to the Provincial Court Judge on all administrative matters before, during and subsequent to court.
- Opens and closes court, provides interpretation of files as required, gives election of trial mode, accepts plea.
- Tests and ensures proper functioning of the digital recording equipment and logs before, during and subsequent to court proceedings.
- Responsible for the care and control of the courtroom before, during and subsequent to court proceedings.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is a working supervisor (responsible for the flow of cases through First and Second appearance courts) who supervises several clerks who deliver court and counter para-legal services for the Criminal Division. The position also acts as an aide to the Provincial Court Judge before, during and subsequent to court. Position is responsible for non - presiding Justice of the Peace duties as well as authority for Clerk of the Court functions.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position exercises a high level of communication skills to provide direction, guidance and training to several Judicial Clerks . Position also has considerable interaction with the Judiciary, lawyers, witnesses and the public for the purpose of explaining process and procedures, provides information and interpretation.

Knowledge, Skills and Abilities

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(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 a thorough working knowledge of the Criminal Code, CSDA, related Federal and Provincial statutes, policy directives and the Provincial Court procedure manual.
- Requires a high school diploma, a para - legal course and extensive related experience (5 years), including some supervisory experience.

Organization

(Working titles of positions reporting directly to this position.)

This position has full supervisory responsibility for four to six Judicial Clerks.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 015JC05

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Calgary Court of Queen's Bench
Reports To:	Deputy Clerk Counter/Court
Levels to D.M.:	6
Job Description:	015JC05
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	015JC - Senior Judicial Clerk

Comments on Role

The full working level Senior Judicial Clerk 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. The position holds key responsibility for administrative matters, which organize and manage court process. The Senior Judicial Clerk is responsible to assist in the administration of the court process (i.e. court and counter duties).

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+II 115	25% 29	R2 38	182

Comments on Evaluation

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- **Knowledge:**

Position is required to have significant knowledge of provincial/federal statutes, rules of court and manuals governing the administration of court as well as strong working knowledge of computer systems utilized in the court process. This knowledge can only be gained through considerable on-the-job experience and training. The position requires indepth knowledge of the Court of Queen's bench and this specialized knowledge results in the C+ rating. Individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) responsible for planning and organizing their activities with an understanding of how it relates to the work of others (especially when they are sitting in court). The Senior Judicial Clerk provides explanations of detailed and complex court documents and procedures, requiring sensitivity and diplomacy in providing information to a diverse client base. The purpose of the contact is to exchange information and clarify court processes, does not modify behaviour, therefore the Human Relations Skills rating of "I".

- **Creativity/Problem Solving:**

Senior Judicial Clerks operate within the established Rules of Court, regulated guidelines and procedures as well as available legal precedents. There is latitude to consider the most appropriate procedure or precedent to follow due to changes in guidelines and unique situations. They plan and organize their day-to-day work and while there is readily available assistance, the Senior Judicial Clerk is expected to work independently and exercise sound judgement both in court and at the counter.

- **Responsibility:**

Senior Judicial Clerks with quasi-judicial appointments (i.e. Clerk of the Court and/or Non Presiding Justice of the Peace, etc.) have a regulatory focus resulting in an R2 rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 015JC05

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Calgary Court of Queen's Bench, Clerks Office
Reports To:	Deputy Clerk Counter/Court
Levels to D.M.:	6

Purpose

(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.)

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 Senior Judicial Clerk is the "frontline" representative of Alberta Justice, at the Court of Queen's Bench. This includes dispensing paralegal information in a simplified manner, to a wide spectrum of the public. The Senior Judicial Clerk reviews and files documents in adherence to the Alberta Rules of Court, Federal and Provincial Statutes, Policy Directives, Criminal Code, and procedure manuals. In addition, the Senior Judicial Clerk must communicate effectively with lawyers, police, the judiciary and other members of the legal field.

The Senior 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 and documentation and general duties.

This position is responsible for civil counter duties and civil and criminal court duties at the Court of Queen's Bench Clerk's Office.

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Responsibilities and Activities

(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.)

1. Courtroom Management

The Senior Judicial Clerk must possess significant knowledge of 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 administrative matters relating to the civil and criminal court process including arraignments, jury selections, jury trials, and trials deemed to be highly sensitive and complex in nature.

Prior to Court:

- Accurately prepare files/documentation for scheduled hearings.
- Retrieve exhibits following approved procedures.
- Liaise with the assigned Justice to receive any special instructions.
- Ensure courtroom is ready and digital recording equipment is functioning properly.
- Clerk is to be in proper court attire.
- Ensure special requests have been met, i.e. TV, VCR.

During Court:

- Call Court to order and maintain ongoing security and dignity in the courtroom.
- Swear in witnesses.
- Receive and secure all exhibits in accordance with the Exhibit procedure manual.
- Ensure a detailed log of court proceedings is available in accordance with established digital recording and logging procedures.
- Perform administrative duties as required by the Justice.

After Court:

- Ensure exhibits are accounted for and stored following Exhibit policies.
- Endorse files in an accurate and complete manner, ensuring that any special requirements have been met.
- Ensure information regarding the status of the matter has been provided to the Court Desk, the Criminal Section on Criminal matters, Civil or Criminal Trial Coordinators, and others as required.
- Enter results on C.A.S.E.S. in an accurate and complete manner for civil matters.

2. Assistance to the Public/Legal Community

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 and credibility of the department. Significant 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. In addition, Senior Judicial Clerks are responsible for managing specified court-related financial transactions. The Senior Judicial Clerk is responsible for filing civil documents in accordance with appropriate legislation.

- Review and file civil documents for compliance with appropriate legislation, policy directives or by Order the Court.
- Perform searches and photocopying, as required.
- Assess fees as per Schedule E of the Alberta Rules of Court.
- Provide customers with relevant information of a procedural nature in a courteous and professional manner.
- Act as Commissioner for Oaths for Affidavits to be filed at Court of Queen's Bench.

3. Documentation and General Duties

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 Senior 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 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.
- Assist in other areas and complete special projects as assigned.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

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 - Taxing Clerk duties.

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.

A Senior Judicial Clerk must have accumulated at least 18 months on-the-job experience as a Senior 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.

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 periods of standing or sitting while responding to client inquiries or while utilizing a computer at the 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

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

Contacts

(Main contacts of this position and the purpose of those contacts.)

Counter: The incumbent is in direct contact with lawyers and lay persons filing documents at the counter. they give information of a procedural nature.

Court: The incumbent comes into contact with lawyers, enforcement agencies, and members of the public in a courtroom setting. Direct contact would be minimal. They liaise directly with the Justice assigned to the hearing.

Knowledge, Skills and Abilities

(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 civil filing procedures.
- Excellent computer knowledge.
- Extensive knowledge of Digital Recording procedures.
- Knowledge of procedures pursuant to the Commissioner for Oaths Act.
- Strong customer service skills.
- Strong 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. They are capable of working calmly in highly stressful conditions. The Senior Judicial Clerk demonstrates the capacity to multi-task. Remove: and to see beyond the boundaries of what they're doing, thinking and seeing.
- In order to achieve the level of results expected, the Senior Judicial Clerk must possess good organizational skills to handle the volume and complexity of work required. The Senior Judicial Clerk must be able to execute all work accurately.
- The Senior 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 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;

- Acting 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 frontline representative of the Justice System, the Senior Judicial Clerk needs to have a constant focus on serving clients. Senior 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 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 and assisting with the workload as volumes/need dictate.

Organization

(Working titles of positions reporting directly to this position.)

N/A

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 015JC04

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, St. Paul Provincial and Queen's Bench
Reports To:	Deputy Administrator
Levels to D.M.:	5
Job Description:	015JC04
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	015JC - Senior Judicial Clerk

Comments on Role

The full working level Senior Judicial Clerk 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. The position holds key responsibility for administrative matters, which organize and manage court process. The Senior Judicial Clerk is responsible to assist in the administration of the court process (i.e. court and counter duties).

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+II 115	25% 29	R2 38	182

Comments on Evaluation

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- **Knowledge:**

Position is required to have significant knowledge of provincial/federal statutes, rules of court and manuals governing the administration of court as well as strong working knowledge of computer systems utilized in the court process. This knowledge can only be gained through considerable on-the-job experience and training. The position requires broad knowledge of both the Court of Queen's Bench and Provincial Court. The breadth results in the C+ rating. Individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) responsible for planning and organizing their activities with an understanding of how it relates to the work of others (especially when they are sitting in court). The Senior Judicial Clerk provides explanations of detailed and complex court documents and procedures requiring sensitivity and diplomacy to a diverse client base. The purpose of the contact is to exchange information and clarify court processes. Position does not modify behaviour therefore, the Human Relations Skills rating of "I".

- **Creativity/Problem Solving:**

Senior Judicial Clerks operate within the established Rules of Court, regulated guidelines and procedures as well as available legal precedents. There is latitude to consider the most appropriate procedure or precedent to follow due to changes in guidelines and unique situations. They plan and organize their day-to-day work and while there is readily available assistance, the Senior Judicial Clerk is expected to work independently and exercise sound judgement both in court and at the counter.

- **Responsibility:**

Senior Judicial Clerks with quasi-judicial appointments (i.e. Clerk of the Court and/or Non Presiding Justice of the Peace, etc.) have a regulatory focus resulting in an R2 rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 015JC04

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, St. Paul Provincial & Queen's Bench
Reports To:	Deputy Administrator
Levels to D.M.:	5

Purpose

(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.)

The Senior 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 Senior 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 Senior Judicial Clerk ensures documentation adheres to applicable Rules of Court, Federal and Provincial Statutes, Policy Directives, Criminal Code and procedure manuals. In addition, the Senior Judicial Clerk must communicate effectively with lawyers, police, the judiciary and other members of the legal field.

The Senior 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

(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.)

1. Courtroom Management

The Senior 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 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 administrative matters particular to the court process.

- Accurately prepare and arrange daily court files ensuring that all information is in order and accounted for.
- 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, having TV, video, close circuit equipment, VCR, witness protection screen, 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.
- 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.
- Attend at jury selection, empanelling, swearing in and polling of the jury.
- Endorse files in accordance with the adjudication or decision.

2. Assistance to the Public/Legal Community

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 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 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 Senior 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 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.

4. Quasi-Judicial Functions

(Non-Presiding) Justice of the Peace

This Senior Judicial Clerk serves as *non-presiding Justices of the Peace* under the direction of the Chief Judge. This authority allows them to:

- Swear Informations, confirm or cancel police process.

- Accept pleas, review tickets for irregularities.
- 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.

Taxation Officer

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

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

Delegation of Duties/Appointments

The Senior 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.

Circuit Court

In this jurisdiction, Senior 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 Senior Judicial Clerk must also be prepared for technical problems with equipment and be able to deal with back up systems. The Senior Judicial Clerk must be versatile and be able to manage the dual responsibilities of courtroom administration and counter service in a single day. The Senior 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

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

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

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

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 files, 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 at the 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

- **Security** - Senior Judicial Clerks are required to work in secure areas and must follow policies and procedures to ensure security risk is minimized.
- **Travel** - Senior 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 Senior Judicial Clerk. It is possible that early morning or late night travel will be required and there are many occasions when the Senior Judicial Clerk is travelling alone.

Contacts

(Main contacts of this position and the purpose of those contacts.)

External Contacts: Judiciary, Crown, Members of the Bar, Enforcement agencies, other government agencies, and members of the public. Internal Contacts: Co workers, supervisors, Managers, and other professionals within government are. In both cases the contacts are daily to facilitate the processes associated with the administration of justice for Albertans.

Knowledge, Skills and Abilities

(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 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. They are capable of working calmly in highly stressful conditions. The Senior 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 Senior Judicial Clerk must possess good organizational skills to handle the volume and complexity of work required. The Senior Judicial Clerk must be able to execute all work accurately.
- The Senior 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 Senior 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 Senior Judicial Clerk needs to have a constant focus on serving clients. Senior 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 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 and assisting with the workload as volumes/need dictate.

Organization

(Working titles of positions reporting directly to this position.)

N/A.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 015JC03

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Edmonton Provincial Court Criminal Division
Reports To:	Deputy Clerk, Unit Supervisor
Levels to D.M.:	6
Job Description:	015JC03
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	015JC - Senior Judicial Clerk

Comments on Role

The Senior Judicial Clerk is a para-legal position that supports the work of the judiciary, counsel and public in the Alberta Justice system before, during and subsequent to court proceedings. The position holds key responsibility for administrative matters, which organize and manage court process. The Senior Judicial Clerk is responsible to assist in the administration of the court process (i.e. court and counter duties).

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+H1 115	25% 29	R2 38	182

Comments on Evaluation

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Classification: Public



- **Knowledge:**

Position is required to have significant knowledge of provincial/federal statutes, Rules of Court and manuals governing the administration of court as well as strong working knowledge of computer systems utilized in the court process. This knowledge can only be gained through considerable on-the-job experience and training. The position requires in-depth knowledge of the Provincial Court Criminal Section and this specialized knowledge results in the "C+" rating. Individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) responsible for planning and organizing their activities with an understanding of how it relates to the work of others (especially when they are sitting in court). The Senior Judicial Clerk provides explanations of detailed and complex court documents and procedures requiring sensitivity and diplomacy to a diverse client base. The purpose of the contact is to exchange information and clarify court processes. The position does not modify behaviour, therefore the Human Relations Skills rating of "1".

- **Creativity/Problem Solving:**

Senior Judicial Clerks operate within the established Rules of Court, regulated guidelines and procedures as well as available legal precedents. There is latitude to consider the most appropriate procedure or precedent to follow due to changes in guidelines and unique situations. They plan and organize their day-to-day work and while there is readily available assistance, the Senior Judicial Clerk is expected to work independently and exercise sound judgment both in court and at the counter.

- **Responsibility:**

Senior Judicial Clerks with quasi-judicial appointments (i.e. Clerk of the Court and/or Non-Presiding Justice of the Peace, etc.) have a regulatory focus resulting in an "R2" rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 015JC03

Identification Section

Working Title:	Senior Judicial Clerk, Edmonton Prov. Criminal
Department:	Justice and Solicitor General
Division, Branch/Unit:	Edmonton Provincial Court Criminal Division
Reports To:	Unit Supervisor
Levels to D.M.:	6

Purpose

(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.)

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

The Senior 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

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(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.)

1. Courtroom Management

The Senior 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 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 administrative matters particular to the court process.

- Accurately prepare and arrange daily court files ensuring that all information is in order and accounted for.
- Liaise with the Judge 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, having TV, video, close circuit equipment, VCR, witness protection screen, 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.
- Receive, retrieve, catalogue and secure all exhibits in accordance with exhibit policies.
- In Criminal matters, attend at all court appearances, Preliminary Hearings, Process Hearings, Fatality Inquiries 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.

- Endorse files in accordance with the adjudication or decision.

2. Assistance to the Public/Legal Community

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 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 files.
- 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.

Financial Duties

- Collect fines, restitution, bail, trust monies, fees and all other monies, and issue receipts.

3. Documentation and General Duties

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.

In Edmonton Provincial Court Criminal Division, there is a Data Entry Unit that is responsible to follow through on essential administrative activities that result from court adjudication's and counter requests. The completion of this work is time-sensitive; there is a high volume.

The Senior Judicial Clerk must know all entries and codes to provide accurate interpretation and information. The Senior Judicial Clerk, while working at the front counter, is responsible

for signing documents based on the information from the computer management system. 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.

4. Quasi-Judicial Functions

(Non-Presiding) Justice of the Peace

This Senior Judicial Clerk serves as non-presiding Justices of the Peace 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.
- Receive applications regarding seized items and issue orders.
- Adjourn matters in the absence of a Provincial Court Judge.
- Administer oaths, affirmations or take declarations.
- Review and sign subpoena's (in province).

Delegation of Duties/Appointments

Senior Judicial Clerks are 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.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

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.

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 files, 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 at the 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

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

Contacts

(Main contacts of this position and the purpose of those contacts.)

External Contacts: Judiciary, Crown, Members of the Bar, Enforcement Agencies, other government agencies, and members of the public. Internal Contacts: Co-workers, supervisors, managers and other professionals within government. In both cases, the contacts are daily to facilitate the processes associated with the administration of justice for Albertans.

Knowledge, Skills and Abilities

(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 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. They are capable of working calmly in highly stressful conditions. The Senior 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 Senior Judicial Clerk must possess good organizational skills to handle the volume and complexity of work required. The Senior Judicial Clerk must be able to execute all work accurately.
- The Senior 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 Senior 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.
- As a frontline representative of the Justice System, the Senior Judicial Clerk needs to have a constant focus on serving clients. Senior 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 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 and assisting with the workload as volumes/need dictate.

Organization

(Working titles of positions reporting directly to this position.)

N/A

Last Review / Update: 2016-03-11

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Subsidiary 1 Benchmark Evaluation - 015JC02

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, PC Lethbridge
Reports To:	Supervisor
Levels to D.M.:	5
Job Description:	015JC02
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	015JC - Senior Judicial Clerk

Comments on Role

The full working level Senior Judicial Clerk is a para-legal position that supports the work of the judiciary, counsel and public in the Alberta Justice system before, during and subsequent to court proceedings. The position holds key responsibility for administrative matters, which organize and manage court process. The Senior Judicial Clerk is responsible to assist in the administration of the court process (i.e. court and counter duties) at base and circuit locations.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+II 115	25% 29	R2 38	182

Comments on Evaluation

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- **Knowledge:**

Position is required to have significant knowledge of provincial/federal statutes, Rules of Court and manuals governing the administration of court as well as strong working knowledge of computer systems utilized in the court process. This knowledge can only be gained through considerable on-the-job experience and training. The position requires in-depth knowledge of Provincial Court and this specialized knowledge results in the "C+" rating. Individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) responsible for planning and organizing their activities with an understanding of how it relates to the work of others (especially when they are sitting in court). The Senior Judicial Clerk provides explanations of detailed and complex court documents and procedures requiring sensitivity and diplomacy to a diverse client base. The purpose of the contact is to exchange information and clarify court processes. The position does not modify behaviour, therefore the Human Relations Skills rating of "1".

- **Creativity/Problem Solving:**

Senior Judicial Clerks operate within the established Rules of Court, regulated guidelines and procedures as well as available legal precedents. There is latitude to consider the most appropriate procedure or precedent to follow due to changes in guidelines and unique situations. They plan and organize their day-to-day work and while there is readily available assistance, the Senior Judicial Clerk is expected to work independently and exercise sound judgment both in court and at the counter.

- **Responsibility:**

Senior Judicial Clerks with quasi-judicial appointments (i.e. Clerk of the Court and/or Non-Presiding Justice of the Peace, etc.) have a regulatory focus resulting in an "R2" rating

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 015JC02

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, PC Lethbridge
Reports To:	Supervisor
Levels to D.M.:	5

Purpose

(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.)

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

The Senior 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 five primary areas of responsibility for this role which are courtroom management, assistance to the public and assistance to the legal community.

Responsibilities and Activities

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The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square icon to the right.

(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.)

1. Courtroom Management

The Senior 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 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 administrative matters particular to the court process.

- Accurately prepare and arrange daily court files ensuring that all information is in order and accounted for.
- 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, having TV, video, close circuit equipment, VCR, witness protection screen, 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.
- 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 please 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 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 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 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 Senior 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 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 Family and 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.

4. Quasi-Judicial Functions

(Non-Presiding) Justice of the Peace

This Senior Judicial Clerk may serve as non-presiding Justices of the Peace under the direction of the Chief Judge. This authority allows them to:

- Swear informations, confirm or cancel police process.
- Accept pleas, review tickets for irregularities
- 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.

Delegation of Duties/Appointments

Senior Judicial Clerks may be 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, Senior 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 Senior Judicial Clerk must also be prepared for technical problems with equipment and be able to deal with back up systems. The Senior Judicial Clerk must be versatile and be able to manage the dual responsibilities of courtroom administration and counter service in a single day.

The Senior 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

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

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 initiate 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

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

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 files, 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 at the 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

- **Security** - Senior Judicial Clerks are required to work in secure areas and must follow policies and procedures to ensure security risk is minimized.
- **Travel** - Senior 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 Senior Judicial Clerk. It is possible that early morning or late night travel will be required and there are many occasions when the Senior Judicial Clerk is traveling alone.

Contacts

(Main contacts of this position and the purpose of those contacts.)

External Contacts: Judiciary, Crown, members of the Bar, Enforcement agencies, other government agencies, and members of the public.

Internal Contacts: Co-workers, supervisors, managers, and other professionals within government. In both cases the contacts are daily to facilitate the processes associated with the administration of justice for Albertans.

Knowledge, Skills and Abilities

(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 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. They are capable of working calmly in highly stressful conditions. The Senior Judicial Clerk demonstrates the capacity to multi-task and to see beyond the boundaries of what they're doing, thinking and seeing.
- The Senior 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 Senior 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 Senior Judicial Clerk needs to have a constant focus on serving clients. Senior 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 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 and assisting with the workload as volumes/need dictate.

Organization

(Working titles of positions reporting directly to this position.)

N/A

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 015JC01

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, Lethbridge QB
Reports To:	Deputy Administrator
Levels to D.M.:	5
Job Description:	015JC01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	015JC - Senior Judicial Clerk

Comments on Role

The full working level Senior Judicial Clerk is a para-legal position that supports the work of the judiciary, counsel and public in the Alberta Justice system before, during and subsequent to court proceedings. The position holds key responsibility for administrative matters, which organize and manage court process. The Senior Judicial Clerk is responsible to assist in the administration of the court process (i.e. court and counter duties).

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+II 115	25% 29	R2 38	182

Comments on Evaluation

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- **Knowledge:**

Position is required to have significant knowledge of provincial/federal statutes, rules of court and manuals governing the administration of court as well as strong working knowledge of computer systems utilized in the court process. This knowledge can only be gained through considerable on-the-job experience and training. The position requires in-depth knowledge of the Court of Queen's Bench and this specialized knowledge results in the C+ rating. Individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it) responsible for planning and organizing their activities with an understanding of how it relates to the work of others (especially when they are sitting in court). The Senior Judicial Clerk provides explanations of detailed and complex court documents and procedures requiring sensitivity and diplomacy to a diverse client base. The purpose of the contact is to exchange information and clarify court processes. Position does not modify behaviour, therefore the Human Relations Skills rating of "1".

- **Creativity/Problem Solving:**

Senior Judicial Clerks operate within the established Rules of Court, regulated guidelines and procedures as well as available legal precedents. There is latitude to consider the most appropriate procedure or precedent to follow due to changes in guidelines and unique situations. They plan and organize their day-to-day work and while there is readily available assistance, the Senior Judicial Clerk is expected to work independently and exercise sound judgment both in court and at the counter.

- **Responsibility:**

Senior Judicial Clerks with quasi-judicial appointments (i.e. Clerk of the Court and/or Non-Presiding Justice of the Peace, etc.) have a regulatory focus resulting in an R2 rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 015JC01

Identification Section

Working Title:	Senior Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, Lethbridge QB
Reports To:	Deputy Administrator
Levels to D.M.:	5

Purpose

(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.)

The Senior 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 Senior Judicial Clerk is the "frontline" representative of Alberta Justice, 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 Senior Judicial Clerk ensures documentation adheres to applicable Rules of Court, Federal and Provincial Statutes, Policy Directives, Criminal Code and procedure manuals. In addition, the Senior Judicial Clerk must communicate effectively with lawyers, police, the judiciary and other members of the legal field.

The Senior 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 four primary areas of responsibility for this role which are courtroom management, assistance to the public and assistance to the legal community.

Responsibilities and Activities

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(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.)

1. Courtroom Management

The Senior 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 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 administrative matters particular to the court process.

- Accurately prepare and arrange daily court files ensuring that all information is in order and accounted for.
- 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, having TV, video, close circuit equipment, VCR, witness protection screen, 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.
- 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.
- Attend at jury selection, empanelling, swearing in and polling of the jury.
- Endorse files in accordance with the adjudication or decision.

2. Assistance to the Public/Legal Community

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 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 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 Senior 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 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.

4. Quasi-Judicial Functions

Taxation Officer

Senior Judicial Clerks may be required to tax party/party bills of cost. In handling these, Senior Judicial Clerks must:

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

Delegation of Duties/Appointments

Senior Judicial Clerks may be 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

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

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

Senior Judicial Clerks may work in varied Court operations. Senior Judicial Clerks in the regional locations have a broader knowledge base and may be more generalized in their delivery of service. Additionally this position may be required to assume duties of other Senior Judicial Clerks.

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 files, 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 at the 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

- **Security** - Senior Judicial Clerks are required to work in secure areas and must follow policies and procedures to ensure security risk is minimized.
- **Travel** - Travel will be required year-round which may include adverse road conditions and will be primarily by vehicle, which may be provided by the Senior Judicial Clerk. It is possible that early morning or late night travel will be required and there are many occasions when the Senior Judicial Clerk is traveling alone.

Contacts

(Main contacts of this position and the purpose of those contacts.)

External Contacts: Judiciary, Crown, Members of the Bar, Enforcement agencies, other government agencies, and members of the public.

Internal Contacts: Co-workers, supervisors, managers, and other professionals within government. In both cases the contacts are daily to facilitate the processes associated with the administration of justice for Albertans.

Knowledge, Skills and Abilities

(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 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. They are capable of working calmly in highly stressful conditions. The Senior 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 Senior Judicial Clerk must possess good organizational skills o handle the volume and complexity of work required. The Senior Judicial Clerk must be able to execute all work accurately.
- The Senior 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 Senior 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 Acting 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 Senior Judicial Clerk needs to have a constant focus on serving clients. Senior 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 Senior Judicial Clerk understand when to refer clients o 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 and assisting with the workload as volumes/need dictate.

Organization

(Working titles of positions reporting directly to this position.)

N/A

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 013JC03

Identification Section

Working Title:	Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Calgary Court of Queen's Bench, Clerk's Office
Reports To:	Clerk Court/Counter Clerk
Levels to D.M.:	6
Job Description:	013JC03
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	013JC - Judicial Clerk

Comments on Role

The Judicial Clerk is an entry level para- legal position that supports the work of the judiciary, counsel and public in the Alberta Justice system before, during and subsequent to court proceeding. Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk, complex matters are referred to the supervisor and assistance is available on a wide variety of tasks.

This benchmark is training to perform counter and court duties for the Court of Queen's Bench in Calgary.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CT+1 87	19% 16	R1 19	122

Comments on Evaluation

- **Knowledge:**

As the entry level, this benchmark is being trained in the functions of a Judicial Clerk. Position is required to have some knowledge of provincial/federal statutes, Rules of Court and manuals governing the administration of court as well as working knowledge of computer systems utilized in the court process. This knowledge is gained through on-the-job experience and training.

Although they have a basic understanding of the court system and process, this is a training level with direct supervision resulting in the "T+" rating instead of a full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it).

With supervision, the entry level Judicial Clerk provides explanations of court documents and procedures requiring sensitivity and diplomacy to a diverse client base. The purpose of the contact is to exchange information and clarify court processes. Position does not modify behaviour, therefore the Human Relations Skills rating is "1".

- **Creativity/Problem Solving:**

Entry level Judicial Clerks work with supervision within the well established Rules of Court, regulated guidelines and procedures. At the entry level, the Judicial Clerk exercises limited judgment. Assistance is readily available for a variety of tasks.

- **Responsibility:**

Service delivery focus providing administrative services to the court system. Does not have quasi-judicial appointments.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 013JC03

Identification Section

Working Title:	Judicial Clerk, Calgary Queen's Bench
Department:	Justice and Solicitor General
Division, Branch/Unit:	Calgary Court of Queen's Bench - Clerk's Office
Reports To:	Clerk Court/Counter Clerk
Levels to D.M.:	6

Purpose

(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.)

The Judicial Clerk role is an entry level 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 some responsibility for administrative matters, which organize and manage the court process.

The Judicial Clerk is the 'frontline' representative of Alberta Justice at the Court of Queen's Bench. This includes dispensing paralegal information in a simplified manner to a wide spectrum of the public. The Judicial Clerk reviews and files documents in adherence to the Alberta Rules of Court, Federal and Provincial Statutes, Policy Directives, and procedure manuals. In addition, 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/assistance to the legal community, and documentation and general duties.

Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk. Complex matters are referred to the

supervisor and assistance is available on a wide variety of the tasks. This position is responsible for Civil counter and Court duties at the Court of Queen's Bench Clerk's Office.

Responsibilities and Activities

(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.)

1. Courtroom Management

The Judicial Clerk is in the process of training and acquiring the knowledge of civil court procedures. The Judicial Clerk is responsible for accurate and complete recordkeeping from the beginning to the conclusion of 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, complicated matters would be referred to the supervisor when possible. 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.

Prior to Court:

- Accurately prepare files/documentation for scheduled hearings.
- Retrieve exhibits following approved procedures.
- Liaise with the assigned Justice to receive any special instructions.
- Ensure courtroom is ready and digital recording equipment is functioning properly.
- Clerk is to be in proper court attire.
- Ensure special requests have been met, i.e. TV, VCR.

During Court:

- Call Court to order and maintain ongoing security and dignity in the courtroom.
- Swear in witnesses.

- Receive and secure all exhibits in accordance with the Exhibit procedure manual.
- Ensure a detailed log of court proceedings is available in accordance with established digital recording and logging procedures.
- Perform administrative duties are required by the Justice.

After Court:

- Ensure exhibits are accounted for and stored following Exhibit policies.
- Endorse files in an accurate and complete manner, ensuring that any special requirements have been met.
- Ensure information regarding the status of the matter has been provided to the Court Desk, Civil Trial Coordinators, and others as required.
- Enter results on C.A.S.E.S. in an accurate and complete manner.

2. Assistance to the Public/Legal Community

The Judicial Clerk is in the training phase of acquiring the knowledge and understanding of the Judicial Clerk position which holds an extremely high profile. The Judicial Clerk is responsible for filing civil documents in accordance with appropriate legislation. Information that is given, 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 providing information and explaining procedures to lay people. Judicial Clerks must be able to meet high volume demands. Judicial Clerks are responsible for managing specified court related financial transactions.

Public Counter:

- Review and file civil documents for compliance with appropriate legislation, policy directives or by Order of the Court.
- Perform searches and photocopying, as required.
- Assess fees as per Schedule E of the Alberta Rules of Court.
- Provide customers with relevant information of a procedural nature in a courteous and professional manner.
- Act as Commissioner for Oaths for Affidavits to be filed at Court of Queen's Bench.

3. Documentation and General Duties

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 Clerk is trained to be 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 monetary loss, and public embarrassment to the court or a civil law suit. In this capacity the Judicial Clerk will:

- Receive, review and process 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 Civil applications and submit to Judiciary for review, i.e. divorce, surrogate, adoptions.
- Set matters for hearings, as appropriate.
- Ensure that the documents are processed and distributed to the proper parties and departments.
- Assist in other areas and complete special projects, as assigned.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is an entry-level paralegal position. Position performs a range of judicial clerk responsibilities under daily supervision. Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk,

complex matters are referred to the supervisor and assistance is available on a wide variety of the tasks.

Physical Demands

(a) Courtroom Duties

Can involve prolonged sitting and limited opportunity for 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 the 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.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Counter

- The incumbent is in direct contact with lawyers and lay persons filing documents at the counter. They give information of procedural nature.

Court

- The incumbent comes into contact with lawyers, enforcement agencies, and members of the public in a courtroom setting. Direct contact would be minimal. They liaise directly with the Justice assigned to the hearing.

Knowledge, Skills and Abilities

(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.)

- Basic knowledge of the Alberta Rules of Court and civil filing procedures.
- Basic computer knowledge.
- Digital recording training.
- Knowledge of procedures pursuant to the Commissioner for Oaths Act.
- Strong customer service skills.
- Strong communication and interpersonal skills.
- The Judicial Clerk must be knowledgeable and resourceful in the application of specialized paralegal knowledge. Some 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. 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.
- 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 procedural matters simply and consistently 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.
- 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.
- 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.

Organization

(Working titles of positions reporting directly to this position.)

N/A.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 013JC02

Identification Section

Working Title:	Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, St. Paul Provincial and Queens Bench
Reports To:	Senior Deputy Clerk, Deputy Administrator
Levels to D.M.:	5
Job Description:	013JC02
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	013JC - Judicial Clerk

Comments on Role

The Judicial Clerk is an entry level paralegal position that supports the work of the judiciary, counsel and public in the Alberta Justice system before, during and subsequent to court proceeding. Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk, complex matters are referred to the supervisor and assistance is available on a wide variety of tasks.

This benchmark is training to perform the counter and court duties for the Court of Queen's Bench and Provincial Court in St. Paul.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CT+1 87	19% 16	R1 19	122

Comments on Evaluation

- **Knowledge:**

As the entry level, this benchmark is being trained in the functions of a Judicial Clerk. Position is required to have some knowledge of provincial/federal statutes, rules of court and manuals governing the administration of court as well as working knowledge of computer systems utilized in the court process. This knowledge is gained through on-the-job experience and training.

Although they have a basic understanding of the court system and process, this is a training level with direct supervision resulting in the "T+" rating instead of a full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it).

With supervision, the entry level Judicial Clerk provides explanations of court documents and procedures to a diverse client base requiring sensitivity and diplomacy. The purpose of the contact is to exchange information and clarify court processes. This position does not modify behaviour, therefore the Human Relations Skills rating of "I".

- **Creativity/Problem Solving:**

Entry-level Judicial Clerks work under supervision within the well-established Rules of Court, regulated guidelines and procedures. At the entry level, the Judicial Clerk exercises limited judgement. Assistance is readily available for a variety of tasks.

- **Responsibility:**

Service delivery focus providing administrative services to the Court system. Does not have quasi-judicial appointments.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 013JC02

Identification Section

Working Title:	Judicial Clerk, St. Paul
Department:	Justice and Solicitor General
Division, Branch/Unit:	Court Operations, Regional Court, St. Paul Provincial and Queen's Bench
Reports To:	Deputy Administrator
Levels to D.M.:	5

Purpose

(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.)

The Judicial Clerk role is an entry level 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 some 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 addition, 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.

Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk, complex matters are referred to the supervisor and assistance is available on a wide variety of the tasks.

Responsibilities and Activities

(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.)

1. Courtroom Management

The Judicial Clerk is in the process of training and acquiring the knowledge of the administrative application of the various laws and statutes. The 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 for.
- Liaise between the Judge, Justice, or Master and receive any special instructions or assignments before court.
- Liaise with the Boar, 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, having TV, video, close circuit equipment, VCR, witness protection screen, etc. present and operable.

Once Court is in session, the 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.

- 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 trials, take pleas and administer oaths.
- In Civil matters, attend at hearings and trials, chambers, case management meetings, pre-trial conferences, etc.
- Attend at jury selection, empanelling, swearing in and polling of the jury.
- Endorse files in accordance with the adjudication or decision.

2. Assistance to the Public/Legal Community

The Judicial Clerk is in the training phase of acquiring the knowledge and understanding of the Judicial Clerk position which holds an extremely high profile position and information that is given, 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, Judicial Clerks must be sensitive to the demands of providing service to a high volume of customers. In addition, 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 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 Clerk is trained to be 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 Judicial Clerk will:

- Receive, review and process 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.

4. Quasi-Judicial Functions

(Non-Presiding) Justice of the Peace

The Judicial Clerk is trained to serve as non-presiding Justices of the Peace, these duties fall under the direction of the Chief Judge. They would not be expected to perform the full duties of the non-presiding Justice of the Peace until at the Senior Judicial Clerk level. This authority allows them to:

- Swear informations, confirm or cancel police process.
- Accept pleas, review tickets for irregularities.
- 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.

Delegation of Duties/Appointments

The Judicial Clerk is trained to perform the duties associated with 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. Initially the Judicial Clerk would be directly supervised in performing these duties. 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

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is an entry-level para-legal position. Position performs a range of judicial clerk responsibilities under daily supervision including participating in Provincial Court and Court of Queen's Bench that deal with complex matters, including courts where accused make their first appearance. Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk, complex matters are referred to the supervisor and assistance is available on a wide variety of the tasks.

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 files, 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 at the 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

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

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 traveling alone.

Contacts

(Main contacts of this position and the purpose of those contacts.)

External Contacts: Judiciary, Crown, Members of the Bar, Enforcement agencies, other government agencies, and members of the public. Internal Contacts: Co-workers, supervisors, managers, and

other professionals within government are. In both cases the contacts are daily to facilitate the processes associated with the administration of justice for Albertans.

Knowledge, Skills and Abilities

(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. Some 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.
- 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.

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.

Organization

(Working titles of positions reporting directly to this position.)

N/A.

Last Review / Update: 2016-03-11

Subsidiary 1

Benchmark Evaluation - 013JC01

Identification Section

Working Title:	Judicial Clerk
Department:	Justice and Solicitor General
Division, Branch/Unit:	Edmonton Provincial Court, Criminal Division
Reports To:	Team Supervisor
Levels to D.M.:	6
Job Description:	013JC01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Judicial Clerk
Job Code:	013JC - Judicial Clerk

Comments on Role

The Judicial Clerk is an entry level paralegal position that supports the work of the judiciary, counsel and public in the Alberta Justice system before, during and subsequent to court proceedings. Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk; complex matters are referred to the supervisor and assistance is available on a wide variety of tasks.

This benchmark is training to perform counter and court duties for the Provincial Court - Criminal in Edmonton.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CT+1 87	19% 16	R1 19	122

Comments on Evaluation

- **Knowledge:**

As the entry level, this benchmark position is training in the functions of a Judicial Clerk. Position is required to have some knowledge of provincial/federal statutes, Rules of Court and manuals governing the administration of court as well as working knowledge of computer systems utilized in the court process. This knowledge is gained through on-the-job experience and training.

Although they have a basic understanding of the court system and process, this is a training level, directly supervised resulting in the "T+" rating instead of a full individual contributor (position who's duties are well beyond task focus and requires an understanding of the environment/work around it).

With supervision, the entry level Judicial Clerk provides explanations of court documents and procedures to a diverse client base requiring sensitivity and diplomacy. The purpose of the contact is to exchange information and clarify court processes. Position does not modify behaviour therefore, the Human Relations Skills rating is "I".

- **Creativity/Problem Solving:**

Judicial Clerks work with supervision within the well-established Rules of Court, regulated guidelines and procedures. At the entry level, the Judicial Clerk exercises limited judgement. Assistance is readily available for a variety of tasks.

- **Responsibility:**

Service delivery focus providing administrative services to the Court system. Does not have quasi-judicial appointments.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 1 Benchmark Job Description - 013JC01

Identification Section

Working Title:	Judicial Clerk, Edmonton Prov. Criminal
Department:	Justice and Solicitor General
Division, Branch/Unit:	Edmonton Provincial Court Criminal Division
Reports To:	Team Supervisor
Levels to D.M.:	6

Purpose

(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.)

The Judicial Clerk role is an entry level 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 some responsibility for administrative matters, which organize and manage the court process.

The Judicial Clerk is the "frontline" representative for Alberta Justice, Provincial Court Criminal Division. 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 addition, 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.

Employees at this level have some knowledge of the full duties of this position and are largely in the training phase of their employment as a Judicial Clerk. Complex matters are referred to the supervisor and assistance is available on a wide variety of the tasks.

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Classification: Public

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Responsibilities and Activities

(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.)

1. Courtroom Management

The Judicial Clerk is in process of training and acquiring the knowledge of the administrative application of the various laws and statutes. The 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 frequent interruptions and 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 for.
- Liaise with the Judge 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, having TV, video, close circuit equipment, VCR, witness protection screen, etc. present and operable.

Once Court is in session, the 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,
- Retrieve, receive, 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.

- Endorse files in accordance with the adjudication or decision.

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2. Assistance to the Public/Legal Community

The Judicial Clerk is in the training phase of acquiring the knowledge and understanding of the Judicial Clerk position which holds an extremely high profile position and information that is given, 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, Judicial Clerks must be sensitive to the demands of providing service to a high volume of customers. In addition, Judicial Clerks are responsible for managing specified court-related financial transactions.

Public and Financial Counter Responsibilities:

- Provide accurate procedural advice or information in response to inquiries.
- Conduct searches for existing files.
- 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.
- Collect fines, restitution, bail, fees and all other monies, and issue receipts.
- Balance daily; prepare bank deposits and issue cheques.
- Disburse payments using proper accounting procedures and Court Orders.

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3. Documentation and General Duties

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.

In Edmonton Provincial Court Criminal Division, there is a Data Entry Unit that is responsible to follow through on essential administrative activities that result from court adjudication's and counter requests. The completion of this work is time-sensitive; there is a high volume.

The Judicial Clerk must know all entries and codes to provide accurate interpretation and information. The Judicial Clerk while working at the front counter is responsible for signing documents based on the information from the computer management system. 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.

4. Quasi-Judicial Functions

(a) (Non-Presiding) Justice of the Peace

This Judicial Clerk is trained to serve as non-presiding Justices of the Peace, these duties fall under the direction of the Chief Judge. They would not be expected to perform the full duties of the non-presiding Justice of the Peace until at the Senior Judicial Clerk level. This authority allows them to:

- Swear informations, confirm or cancel police process
- Perform administrative releases pursuant to court orders
- Receive applications regarding seized items and issue orders
- Administer oaths, affirmations or take declarations
- Review and sign subpoena's (in province)

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(b) Delegation of Duties/Appointments

The Judicial Clerk is trained to perform the duties associated with 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

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is an entry-level para-legal position. Position performs a range of judicial clerk responsibilities under daily supervision/training until a suitable level of competency is maintained and the Judicial Clerk is fully comfortable being on their own. Once the Judicial Clerk's competency (knowledge) and comfort level is identified, the Judicial Clerk then will carry out the required tasks on their own initiative with the trainer as an observer. Training includes participating in courtrooms that deal with a variety of cases, high volume and regular non-complex matters. Employees at this level have some knowledge of the full duties of this position; this is to provide them with the breadth of knowledge required but not the depth as this is gained with considerable on-the-job experience. Complex matters or matters that deviate from the normal day to day issues are referred to the supervisor for clarification, guidance and assistance.

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 periods of standing or sitting while responding to client inquiries or while utilizing a computer at the service counter. Work can be of a repetitive nature while stamping documents filling out various documentation and use of ash 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.

Contacts

(Main contacts of this position and the purpose of those contacts.)

External Contacts: Judiciary, Crown, Members of the Bar, Enforcement Agencies, other government agencies, and members of the public. Internal Contacts: Co-workers, supervisors, managers and other professionals within government. In both cases the contacts are daily to facilitate the processes associated with the administration of justice for Albertans.

Knowledge, Skills and Abilities

(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. Some independent action and tough 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.
- 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.
 - 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 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.

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.

Organization

(Working titles of positions reporting directly to this position.)

N/A

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