

Proceedings Officer

Department: Judicial Greffe

Division: Magistrate's Court

Reports to: Magistrate's Court Greffier

JE Reference: SG1013

Grade: CS09

JE Date: 15/11/2021

Job purpose

To work with the Magistrate's Court Greffier to provide administrative and judicial support to the Magistrate's Court of Jersey. To carry out all aspects of the operations of the Magistrate's Court, Petty Debts Court and Youth Court, and to advise the legal profession, other States Departments and members of the public on legal procedure.

Job specific outcomes

Proactively act as adviser to all Magistrates, Youth Panel members and other court users on matters of legal procedure, sentencing and administration during court sessions when sitting as Greffier (Clerk of Court), ensuring that all statutory requirements for the operation of the Magistrate's Court, Petty Debts Court and Youth Court (the lower Courts) are complied with.

Work in partnership with the Court usher, Magistrate and Youth Panel members to ensure the smooth running of the Court room and professional administration of justice. Prepare for Court, ensuring all required documentation is provided by the parties in advance of the hearing to enable those sitting to be fully prepared, compiling individual court files, ensuring directions made by the Court have been complied with and briefing the Magistrate and Panel prior to each sitting. Provide on-call duty cover for all emergency courts. Attend mediation hearings relating to Petty Debts Court cases, and produce Acts of Court, interlocutory orders and agreed resolutions.

Advise and liaise with all Court users, including members of other States Departments, members of the legal profession, individual litigants and the general public, and offer procedural advice (on criminal matters, appeals, and civil matters such as general damages, tenancy and matrimonial issues).

Undertake listing responsibility in relation to work in all Courts, liaising with all Parishes, Police and litigants to ensure there are sufficient resources to facilitate the work of the lower Courts, allocating hearing times and assessing time required to deal with cases to ensure matters can be dealt with expeditiously. Organise and arrange payment for professional services required by the Court (for example, interpreters).

Ensure the accurate recording of all Court decisions in both paper and electronic format. Draft and issue Acts of Court relating to the Court's decisions/judgments, specifically in relation to the Petty Debts Court, and disseminate those decisions to the relevant agencies within agreed timescales.

Draft and publish online, accurate weekly court lists and daily outcomes of Court hearings to ensure transparency of service for the public, liaising with the media as required. Draft and ensure the provision of accurate written guidance to litigants in person in paper and electronic format.

Provide administrative support to the various Court liaison groups for court users, Magistrates and the Youth Panel, assisting the Magistrate's Court Greffier in organising meetings, drafting agendas and presentation of training.

Undertake searches of Court records as and when required and produce copies of civil Acts and criminal documentation from such records, including preparation of certificates and provision of information to address requests under Data Protection legislation.

Keep abreast of all changes in legislation through regular in-house legal and procedural training, analysing potential implications and advising Magistrates, the Judicial Greffier and court users, as appropriate, of potential impact on resources, procedures and sentencing. Provide legal training to other members of staff in own areas of expertise.

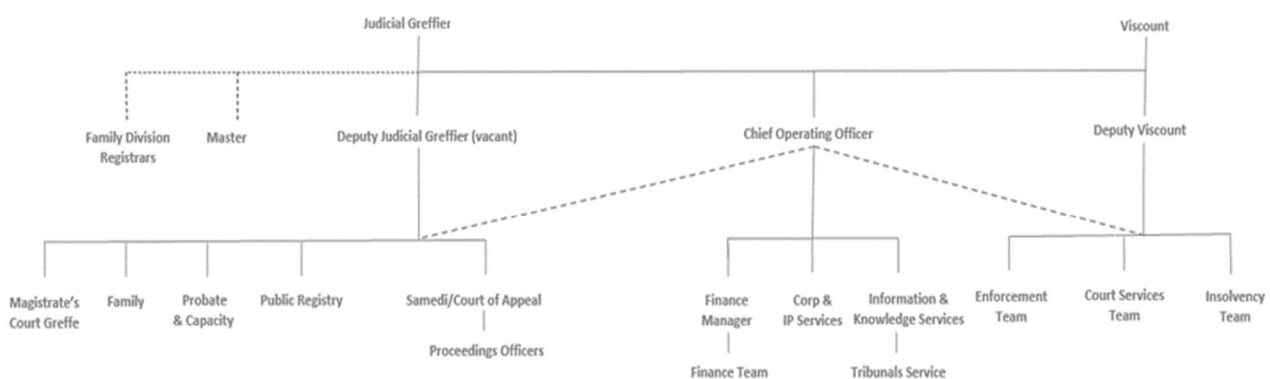
Act as Greffier Substitute in Commissions Rogatoires undertaken in accordance with the Evidence (Proceedings in Other Jurisdictions) (Jersey) Order 1983 (to obtain evidence in Jersey in connection with proceedings taking place in foreign jurisdictions).

Statutory responsibilities

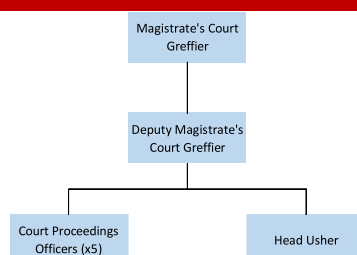
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Court Service Functional Organisation



Organisation chart



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|---|--|
| Qualifications | Educated to degree level (or equivalent). | Degree (or equivalent) in law-based subject. Membership of an appropriate professional body. |
| Knowledge | Knowledge and understanding of legal processes. | Working knowledge of Jersey legal system and court procedures. |
| Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i> | Excellent communication and interpersonal skills to deal with stakeholders in an informed, reliable and sympathetic manner. Excellent IT skills with sound working knowledge of standard systems and solutions, including databases. Willingness to learn and adapt to new and emerging technologies. | Experience of providing training to peers. ECDL (or equivalent) qualification. Analytical skills to interpret legislation, in order to give accurate advice to stakeholders. |
| General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i> | Positive attitude to change and demonstrable ability to learn and adapt. Excellent written and verbal communication skills. Assertive and confident to be able to advise all levels of court users in a diplomatic manner. Able to work accurately under considerable pressure. Able to work well in a small team. Able to work unsupervised and to prioritise, plan and organise daily workload. Strong time management skills. | Able to identify areas for improvement and assist with implementing change. |
| Experience | Practical experience of working in a legal environment, a court system (Jersey or elsewhere) or a stakeholder agency of the courts. | |

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.