

Proceedings Officer

Department: Judicial Greffe

Division: Royal Court and Court of Appeal, Magistrate's Court, Family Court

Reports to: Assistant Judicial Greffier or Senior Proceedings Officer (Royal Court and Court of Appeal), Deputy Magistrate's Court Greffier or Senior Proceedings Officer (Magistrate's Court), Family Manager (Family Court)

JE Reference: SG1013.1

JE Date: 29.08.2024

Grade: CS 9

Job purpose

To assist senior managers of the Judicial Greffe in providing administrative and judicial support to the Courts (Royal Court of Jersey, Court of Appeal, Magistrate's Court, Family Court) and to advise the legal profession, other Government departments and members of the public on legal procedure.

Job specific outcomes

1. Attend sittings of the Court as Greffier (Clerk of the Court) and draft Acts of Court/decisions in paper and electronic format, generally carry out all the duties as adviser to the Court and process and complete all administration relating to such sittings in order to ensure the professional administration of justice. Ensure that judgements are produced in the correct format for uploading to the Jersey Legal Information Board website in order to ensure the transparency of service to the public.
2. Liaise with local Judges, Commissioners and Family Judges including visiting UK judges, Magistrates, Youth panel members and other court users to provide procedural advice in respect of proceedings before the Court including those of a civil, criminal and family nature in order to ensure the smooth running of the Court Room and the professional administration of justice.
3. Work in partnership with the Court Usher and others to ensure the smooth running of the Court Room and the professional administration of justice. Perform a variety of administrative tasks in accordance with established procedures and within specified time constraints, having regard to the Department's business and service objectives, including ensuring all required documentation is provided by the parties in advance of the hearing and compiling individual court files.
4. Keep abreast of relevant legislation and procedures and any amendments to ensure an accurate source of information is always available to users. Provide legal procedure training to other members of staff in own areas of expertise to develop the competence of others.
5. Receive and process non-contentious applications made to the Judicial Greffier and the Court, as generally provided for by the rules of Court. This may include processing petitions

for divorce and judicial separation, civil partnership cause applications, children applications, reciprocal enforcement of maintenance applications and parental responsibility registrations adoption applications in accordance with Laws and Rules.

6. For the Magistrate's Court and Family Court, undertake listing responsibility and manage the Court Diary to ensure that all matters are heard efficiently and at the appropriate time, liaising with 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.
7. Organise and arrange payment for professional services required by the Court, for example, interpreters, in order to ensure the smooth running of the court. Collect court fees and maintain data base.
8. As required (depending on the Court) 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. Ensure that judgements are produced in the correct format for uploading to the Jersey Legal Information Board website.
9. Maintain data bases, update web pages, conduct legal research into precedent when required in order to ensure the professional administration of justice.

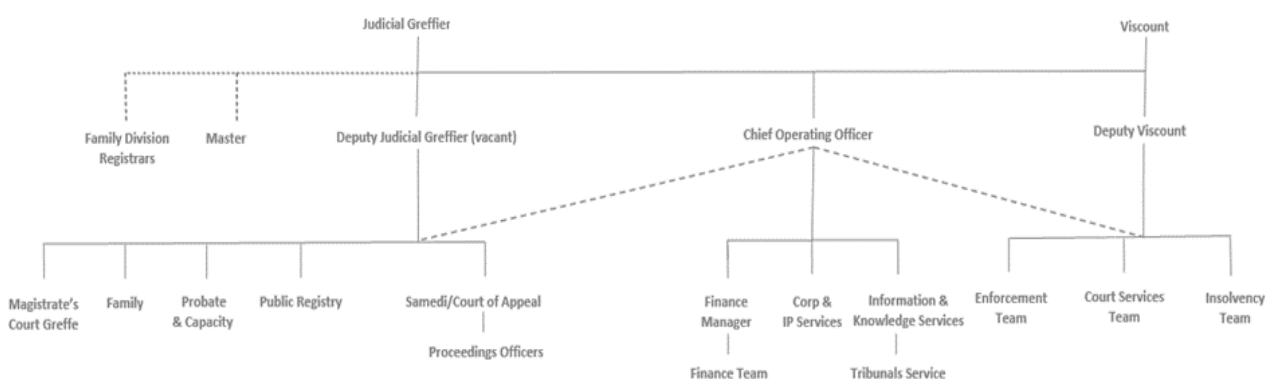
Undertake searches of Court records as and when required and produce copies of civil Acts and criminal documentation from such records, including preparation of certificates and provision of information to address requests under Data Protection legislation, to ensure the professional administration of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

Statutory responsibilities

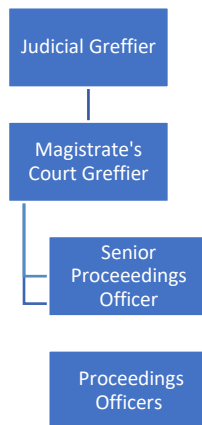
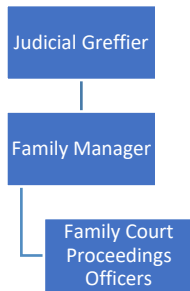
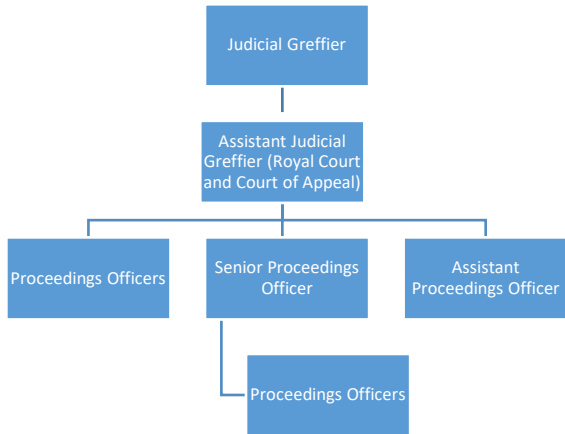
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Court Service Functional Organisation



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level (or equivalent) in a numerate, legal or business related subject.	Degree (or equivalent) in law-based subject. Membership of an appropriate professional body.
Knowledge	. Knowledge and understanding of court processes gained through working in a similar environment.	Legal background and knowledge of the Jersey court system
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Excellent IT skills across a range of software packages Excellent user of audio-visual packages and conference equipment eg Case centre and video link systems.	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>	Excellent written and communication skills. Meticulous eye for detail and for record keeping. Able to communicate effectively with members of the public, members of the legal profession and professionals from other organisations. Assertive and confident and able to advise all court users in an informed and diplomatic manner. Well organised, flexible, adaptable and self-motivated. Proven ability to work under pressure and carry out work with minimal supervision. Proven ability to act with integrity and discretion when dealing with sensitive or confidential matters	Able to identify areas for improvement and assist with implementing change.

Experience	Considerable practical experience of working in a legal environment, a court system or a stakeholder agency of the courts. Experience of working in a structured environment.	
-------------------	--	--

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 4 core accountabilities, attributes and behaviour indicators.