

JOB TITLE: CLERK OF COURT I**JOB ID:** T0276**Old JOB Number:** 0**REPORTS TO:** SENIOR CLERK OF COURTS**Date revised:** 2013-03-08**MINISTRY/DEPARTMENT:** SUPREME COURT OF JUDICATURE, MAGISTRATE'S DEPARTMENT

PURPOSE: To provide support services with respect to the general administration of the Judicial/Magisterial District assigned.**KEY OUTPUTS:**

- Collected revenue.
- Enhanced court operations.
- Satisfied clientele.

RANGE OF ACTIVITIES:

- Prepares draft estimates and revised estimates, annual, half-yearly, monthly and fortnightly, departmental returns and other statistical information for all disposed and undisposed case in order to facilitate planning.
- Checks all Commitment, Ejectment, House Rent, Distress, Fugis, Arrest and Follow-on Warrants, Writs of Execution, Appeals and Depositions, Coroners' Orders, Probation Orders, Cinematograph, Music and dancing Licences, Money Lenders Licences and Club Licences, all Financial Transactions and takes necessary actions.
- Administers Oaths to affidavits as Commissioner of Oaths to Affidavits and signing processes as Justice of Peace.
- Ensures that all documents to be issued by the courts are accurately prepared and signed before execution.
- Annotates the laws of Guyana.
- Administers Deceased Persons' Estates under the workman's Compensation Act.
- Files all civil and criminal cases in the Civil and Criminal Records books and up-dates same with respect to progress in courts.
- Prepares summonses (civil, police and private criminal) to facilitate service (ordinary and special) of same by Bailiff and Police.
- Prepares writs, house rent warrants, judgement summonses remand arrest, imprisonments and commitment warrants and bail bonds.
- Maintains civil and criminal index books, Clerks Register of Minutes as well as Magistrates' Minutes Books.
- Enters into diary all pending cases before the courts and prepares all forms for preliminary inquires, requests etc.
- Prepares notification of fixture of cases so that all concerned may be informed.
- Prepares new or variation applications with respect to maintenance and bastardy matters and enters relevant court orders as may be required.
- Prepares travelling vouchers and witness vouchers and enters same to facilitate payments.
- Interviews and advises litigants in the preparation of legal documents.
- Lectures to clerical staff, Collecting Officers and Bailiffs on practice and procedures of court.
- Collects fines, fees, costs, compensation and witness deposit when acting as Clerk of Courts to Magistrate.

- Supervises Collecting Officers and Bailiffs' sections.
- Investigates complaints.
- Drafts letters/memoranda.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Passes in four (4) subjects at GCE 'O' Levels or CXC (G) Grades I - III inclusive of English Language or equivalent qualification plus a minimum of seven (7) years experience in the Public Service including at least five (5) years experience as a Legal Clerk III in the Magistrates' Department plus demonstrated knowledge of the laws in relation to the Customs Act, Summary Magistrates Act, Music and Dancing Acts, Coroners' Act, etc.

OR

- A minimum of ten (10) years experience in the Magistrates' Department including at least seven (7) years experience as a Legal Clerk III plus demonstrated knowledge of the laws in relation to the Customs Act, Summary Magistrates' Act, Music and Dancing Act, etc.
- CLERK OF COURTS II

Three (3) years experience as Clerk of Court I.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Decision making is guided by established procedures and precedent with major issues referred to supervising officers for ratification. Consequently, there is little or no scope for innovation by the job holder. Impact of action can however be significant, since failure to perform effectively can compromise the efficiency of the Department and delay the course of justice.

RESOURCE MANAGEMENT:

- The job holder who supervises the Collecting Officer and Bailiff is responsible for revenue collected when in court. No other resources are managed at this level.

COMMUNICATIONS: The incumbent communicates with functional superior, colleagues and members of the public on issues considered routine to the job.

WORKING CONDITIONS: Normal office conditions.

PREPARED BY: SENIOR PERSONNEL OFFICER

CHECKED BY: PRINCIPAL PERSONNEL OFFICER