

Ministry: Attorney General  
Branch: Court Services  
Location: Victoria

Working Title:  
Level:  
Classification:

**Court Clerk**  
Range 12  
Court Clerk

### **PRIMARY FUNCTION**

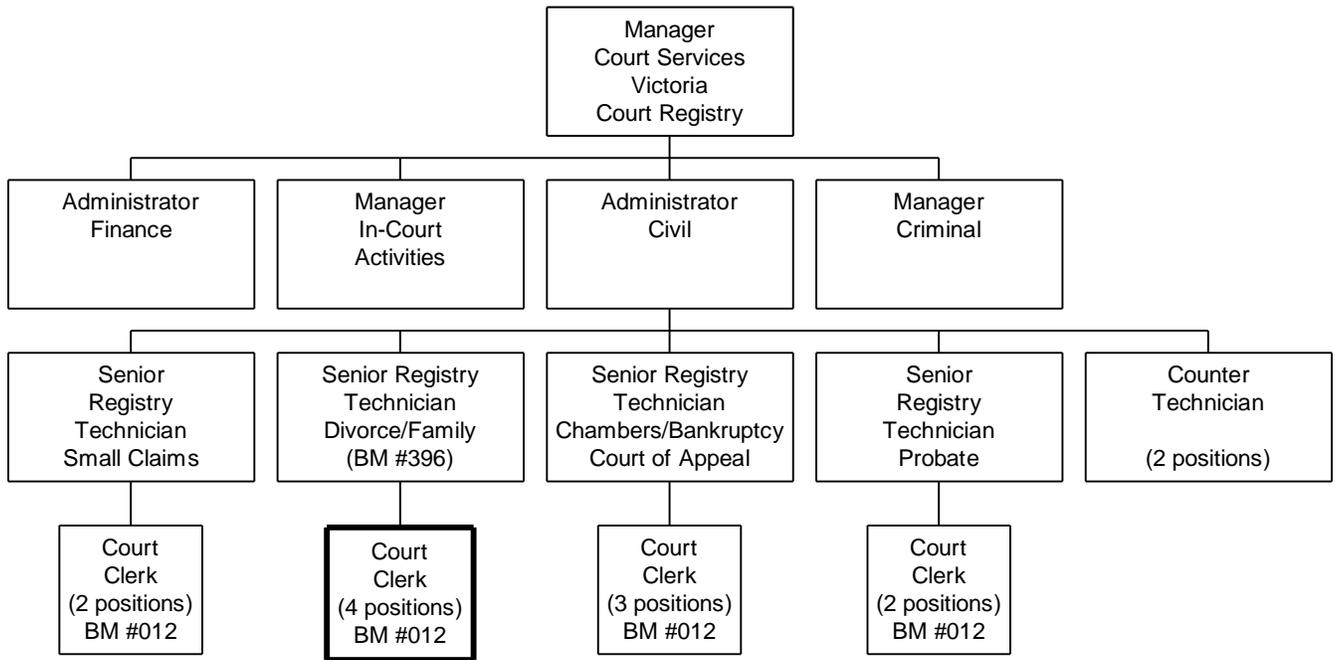
To provide court clerk and counter service duties.

### **JOB DUTIES AND TASKS**

1. Performs pre-court duties
  - a. prepares courtroom and equipment; pulls and checks files for completeness and accuracy, obtains other documents required for court and reviews the history of the file to respond to inquiries raised in court
  - b. reports to the Judge prior to court commencing to receive pre-trial instructions and deliver court lists, pre-sentence reports, transcripts, trial records and other court documents
  - c. confirms and coordinates attendance of all parties and copies and distributes court documentation
2. Provides in-court duties
  - a. operates recording equipment and monitors court proceedings
  - b. calls the cases, reads the charges, takes pleas, takes re-elections, administers oaths or affirmations
  - c. endorses Informations and courtlists, enters proceedings on trial record sheets, endorses chambers sheets, records names of persons in attendance and the outcome of cases
  - d. marks, logs and secures all exhibits entered into court proceedings
  - e. clerks jury selection, administers oaths and affirmations to the jurors, takes and records a verdict
  - f. enters information into automated computer system about court events as they happen in court
3. Performs post-court duties
  - a. returns exhibits and cancels warrants
  - b. prepares court documents; explains Court Orders to offenders; and signs orders and warrants of remand and committal
  - c. advises the trial coordinator of the status of files; and files completed tapes and log sheets
  - d. checks files for completeness and accuracy; purges completed court files; and types and distributes court documents
  - e. orders transcripts; completes hearing fee documentation; prepares invoices; and processes file transfer
4. Provides counter service to a wide variety of clients
  - a. reviews legal documents and associated filings for conformity and compliance with procedures and rules of court
  - b. accepts documents and enters appropriate filing fees in a computerized accounts system and issues receipts or returns documents that are incorrect/incomplete with an explanation
  - c. answers enquiries from the public, members of the bar and filing agents on procedural steps and options and on completing forms and documents
  - d. provides factual information on court cases
  - e. issues certified copies of orders
  - f. prepares documents and forwards to Deputy District Registrar or Justice of the Peace for signature
  - g. completes and/or signs documents related to decisions made by the Justice of the Peace
  - h. signs documents as complete and accurate as delegated by the Deputy District Registrar such as Certificates and Garnishing/Desk Orders
  - i. swears Affidavits as a Commissioner for taking Affidavits in the Province of B.C. on court related documents
5. Performs other related duties
  - a. compiles and submit statistical data on a monthly basis and performs file searches
  - b. provides formal training to other Court Clerks transferring from another type of court (e.g., Family Court to Small Claims Court) on the processes, documents and other issues unique to that court

ORGANIZATION CHART  
Benchmark Job #012

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## REASON FOR CLASSIFICATION

Benchmark Job #012

Job Title: Court Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of criminal and civil processes and court systems to provide counter service within the registry; accept/return documents with an explanation; provide court services such as swear in witnesses, control exhibits, clerks jury selection, fix trial dates, organize daily trial schedule and cancel warrants.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to assess various legal documents and court requirements and choose an approach using a combination of accepted procedures, and terminology to provide counter services within the registry; organize court activities, jurors and exhibits and reorganize schedules to meet changing circumstances.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of court procedures, court orders, legal terminology and why documents are rejected with the general public, legal profession, filing agents, ministry staff, and offenders.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to operate computer to update files on automated systems, produce correspondence and court documents with some requirement for speed and accuracy.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures, selects a course of action to complete assignments using previous instruction to review applications for completeness and accuracy, accept or return applications, provide counter services within the registry and/or court clerk duties.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to collect filing fees and court fees and determine and bill counsel for court costs from a schedule.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the quality of data on registry files which is used for legal purposes.</p>	D	22.5

## REASON FOR CLASSIFICATION

Benchmark Job #012

Job Title: Court Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Some responsibility for human resources to provide formal training to other Court Clerks transferring from another type of court (e.g., Family Court to Small Claims Court) on the processes, documents and other issues unique to that court	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm upset clients and public.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen to clients in order to answer questions about legal documents and court proceedings.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently stand at front counter to attend to clients.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with upset clients and public.	C	6
13	<b>HAZARDS</b> Limited exposure to hazards from occasional exposure to possibility of physical violence from angry clients.	B	4

**Total Points: 430.5**

**Level: Range 12**