

JOB DESCRIPTION

Benchmark Job #121

Ministry: Attorney General
Branch: Court Services
Location: Duncan

Working Title:
Level:
Classification:

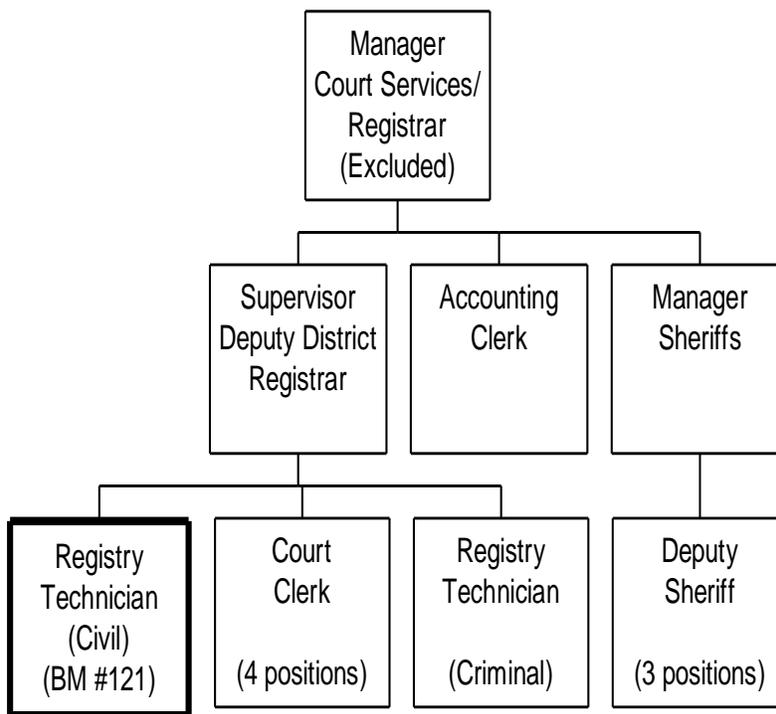
Registry Technician (Civil)
Range 15
Administrative Officer

PRIMARY FUNCTION

To provide technical direction in civil court matters to court clerks, perform counter service and delegated Deputy District Registrar duties in the Supreme Court and Registrar, Small Claims duties in the Provincial Court as delegated by the District Registrar.

JOB DUTIES AND TASKS

1. Performs quasi-judicial duties of a Deputy District Registrar or Registrar, as delegated
 - a. checks for compliance to court requirements, signs and approves various legal documents such as Default Judgements, Petitions for Divorce, Grants of Probate, Garnishing Orders, Writs of Possession, and Writs of Seizure and Sale
 - b. approves applications for Estates and Desk Orders for Adoptions and Divorces that comply with court requirements, or rejects applications or Desk Orders with an explanation based on legislative or legal requirements
 - c. approves payment out of monies held in court on matters such as Garnishing Orders, Infant Funds, Payments Pursuant to Offers to Settle and Court Orders
2. Provides technical direction to court clerks
 - a. trains court clerks in registry procedures
 - b. provides advice on procedural issues referred by court clerks
3. Performs counter service duties
 - a. receives and checks Supreme, Divorce, Probate, Adoption and Small Claims documents for content, accuracy and compliance with Court requirements
 - b. returns documents that are incorrect or incomplete with an explanation
 - c. opens new files and ensures the correct filing fees have been remitted
 - d. answers enquiries from the public, members of the bar and filing agents on procedural steps and options and on completing forms and documents
 - e. files and records Chambers Applications
 - f. checks, approves and enters Consent Desk Orders or returns Orders that are inconsistent with court decisions
 - g. checks and processes all Chambers Orders and Trial Orders submitted by Counsel at or after the conclusion of the Chambers or Trials
 - h. prepares Supreme Court civil files for transfer to other registries
 - i. receives files from other registries and records incoming files and ensures entry on Chambers or Trial lists
 - j. pulls foreign files, insert initialed orders and arrange for return of file to the originating registry
 - k. approves bonds and forwards to the Public Trustee along with a copy of the Order and the Praecipe
4. Performs other related duties
 - a. administers the procedures for the Protection Order Registry and Firearms Prohibition Registry
 - b. functions as a court clerk as required
 - c. collects, records and distributes statistics for all levels of court



REASON FOR CLASSIFICATION

Benchmark Job #121

Job Title: Registry Technician (Civil)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand civil law and the related legislation of Supreme Court Chambers/Civil Small Claims and Family and legal procedures to interpret applications while performing quasi-judicial duties delegated by the District Registrar, such as approving or rejecting applications for Estates or Desk Orders for Adoptions and Divorces based on legislative or legal requirements.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of applications and choose an approach using a combination of accepted legal procedures and terminology to approve applications such as Grants of Probate, Divorce petitions and Writs of Seizure and Sale, approve Adoption Petitions, determine appropriate processes for completion and sign Orders, Desk Order Applications and Judgements as delegated by the District Registrar.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of policy, and various federal and provincial statutes, regulations, rules and precedents to members of the legal profession and general public.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to input court information on computer and use calculator and cash register to collect and record fees using the ARC system with some requirement for speed.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general registry procedures or instructions, selects alternative courses of action to approve and sign or return, if not in compliance with court requirements, documents such as Petitions for Divorce, Grants of Probate and Writs of Seizure and Sale</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to assess information and approve payment out of monies held in court on matters, such as Garnishing Orders, Infant Funds, Payments Pursuant to Offers to Settle and Court Orders.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION 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 #121

Job Title: Registry Technician (Civil)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training of staff.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm upset clients and public.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen to applicants in order to answer questions about legal documents and court procedures.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on applications and court documents.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with upset clients and public.	C	6
13	HAZARDS Limited exposure to hazards from occasional exposure to possibility of physical violence from angry clients.	B	4

Total Points: 558

Level: Range 15