

## Job Title: Judicial Clerk/Senior Judicial Clerk (Open Talent Pool)

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>

Build a career with Court and Justice Services! We offer employee supports, career growth, competitive salaries, and comprehensive benefit packages!

The Alberta Public Service provides a comprehensive total compensation package. For more information and to calculate your potential total compensation as a Judicial Clerk, visit [Government of Alberta - Pay Benefits / Careers Research](#).

Curious about joining the Alberta Public Service? Click here: <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>.

The Court and Justice Services Division provides a wide range of resolution and court services for people involved in legal disputes. In collaboration with the courts of Alberta, Court and Justice Services provides various programs and services including educating and helping Albertans finding solutions for legal issues and navigating the court system, offering programs at no cost or a nominal charge, and administrative support to all courts in Alberta. To learn more about Court and Justice Services please visit: <https://www.alberta.ca/court-and-justice-services.aspx>

This competition will be used to fill current and future vacancies for wage, temporary and permanent Judicial Clerk/Senior Judicial Clerk positions in various locations across the province of Alberta. Wages/casual/on-call positions have no guaranteed hours of work.

Candidates who are successful in the selection process will be placed in a talent pool for the location(s) they have identified in the application process. The number of positions to be filled has not been identified at this time.

### Job Information

Job Title: Judicial Clerk/ Senior Judicial Clerk (Open Talent Pool)

Job Requisition ID: 51555

Ministry: Ministry of Justice

Location: Various locations across Alberta (Not accepting Edmonton and Calgary applications at this time)

Full or Part-Time: Full-Time

Hours of Work: 36.25 hours per week

Regular/Temporary: Permanent, Temporary and Wage

Scope: Open

**Closing Date:** Open until suitable candidate(s) selected.

Classification: Judicial Clerk/Senior Judicial Clerk

Salary:

Judicial Clerk:

\$1,677.68 to \$2,044.84 bi-weekly (\$43,787 - \$53,370/year)

\$23.14 to \$28.20 hourly

Senior Judicial Clerk:

\$1,974.79 to \$2,423.65 bi-weekly (\$51,542 - \$63,257/year)

\$27.24 to \$33.43 hourly

Eligible employees who live and work in northern Alberta may be eligible to receive additional compensation. Please visit <https://myaps.alberta.ca/Pages/My-HR/Compensation-Pay/Northern-Alberta-employee-programs.aspx>.

## Role Responsibilities

The Court and Justice Services Division is looking for motivated, hardworking and reliable individuals to join their team as a Judicial Clerk/Senior Judicial Clerk! To be successful in this role, you must demonstrate a high level of integrity, excel in a fast-paced environment and have a passion for supporting Albertans as they navigate the court system. We are currently building a pool of talented professionals for our Judicial Clerk/Senior Judicial Clerk positions across Alberta.

These roles are located in various locations across the province in the Alberta Court of Justice and the Court of King's Bench. To learn more about these two levels of court please visit the links below:

Court of King's Bench: <https://albertacourts.ca/qb/areas-of-law>

- Criminal
- Civil
- Family
- Divorce
- Wills & Estates / Bankruptcy

Alberta Court of Justice: [Alberta Court of Justice \(albertacourts.ca\)](https://albertacourts.ca)

- Traffic
- Civil
- Criminal
- Family and Youth

As a Judicial Clerk, you will represent the administration of court in a responsible and professional manner that reflects the fair and equitable delivery of justice in Alberta. The shifting priorities between the courtroom and assisting the public and lawyers at the counter provides diversity on a daily basis.

Court and Justice Services also offers Judicial Clerk roles that are bilingual and require the ability to read, translate and clearly communicate both verbally and in writing for trials and other court related matters where the accused has chosen to have their trial heard in French as allowed by the Criminal Code of Canada. You will represent the administration of court in a responsible and professional manner that reflects the fair and equitable delivery of justice in Alberta.

## Role Responsibilities continued

Your key responsibilities will include court, counter and office duties and will be the following but are not limited to:

- Organizing and managing administrative processes within the courtroom for both civil and criminal proceedings.
- Maintaining the court record, including operation of the digital recording system; maintaining the decorum of the court.
- Entering and being responsible for exhibits entered into the record.
- Liaising with judiciary, lawyers, police and the general public, including explaining court documentation to the public.
- Reviewing and filing documents in adherence with the Alberta Rules of Court and various Provincial and Federal statutes.

- Providing assistance to the public and legal community at the counter and on the phone
- General office duties, including telephone, scanning, fax and incoming mail.
- Data entry, production, and processing of all civil and criminal court orders.
- Exercising your role as a non-presiding Justice of the Peace, by conducting administrative bail releases, explaining terms of release to offenders in custody and completing bail assignments. Providing assistance to the public and legal community.
- Commissioner of Oaths duties, by conducting oaths and affirmations. A test is required to obtain this designation.
- Managing various databases and programs.
- Facilitating multiple forms of appearances which could include in-person or various web-based technologies.

This competition will also be used to fill positions in the Provincial Hearing Office. For roles in the Provincial Hearing Office shift work is required. See notes section for more details on shifts.

Travel to circuit court locations is a requirement of this role in regional locations. This may require travel in inclement weather. Some circuit locations also require flying in small aircrafts. To view the location of regional base and circuit points please visit <https://www.albertacourts.ca/pc/court-practice-and-schedules/locations-map>

To view videos and learn more about becoming a Judicial Clerk and how you can support Alberta's justice system please visit <https://www.alberta.ca/become-a-judicial-clerk>.

### **Qualifications**

**Judicial Clerk:** A high school diploma plus a minimum of six months of workplace experience.

**Senior Judicial Clerk:** A high school diploma plus a minimum of two years of related experience, including 18 months of directly related experience as a Judicial Clerk, as well as the successful completion of the departmental para-legal program.

Only candidates possessing Judicial Clerk experience may be considered at the higher classification level and salary.

**Equivalency:** Related experience or education considered on the basis of one year of experience for one year of education or one year of education for one year of experience.

Related experience that will be considered is as follows:

- Experience as a Court or Counter Clerk
- Experience in an administrative role working in a Courthouse
- Experience working in a legal environment in roles such as a Paralegal, Legal Assistant or Administrative Support
- Experience in office administration
- Experience in administrative support
- Experience working in a customer service role where you had to de-escalate situations. For example, with an airline, banks, hospitals, schools or as a first responder.
- Experience handling cash or accepting payments in roles such as a cashier or clerk

Assets and Preferences will be considered as follows:

- Experience as a Judicial Clerk or Legal Assistant/Paralegal is preferred
- A Legal Assistant or Paralegal Certificate or Diploma is considered an asset.
- Experience with Civil and Sheriff Entry System (CASES), the Justice On-Line Information Network (JOIN), or with the digital recording system (FTR) are assets.
- Experience handling cash or accepting payment from clients as a cashier, or at a counter at a registry or bank will be considered an asset.

- Experience using cloud-based conferencing technology will be considered an asset (for example Cisco based platforms, Microsoft 365, etc.).
- Experience working for at least six months in a bi-lingual customer service or administrative role will be considered an asset.
- Experience using digital or cloud-based filing systems.

This position may require the successful candidate to obtain a Non-Presiding Justice of the Peace appointment. Canadian citizenship is required in order to obtain a Non-Presiding Justice of the Peace appointment. A Commissioner for Oath appointment may also be required.

If you are considered for a bilingual Judicial Clerk position a French language proficiency test will be administered at the time of the interview to assess the candidate's ability to speak, read and write fluently.

Candidates may be tested to confirm proficiency and accuracy with basic keyboarding skills. A minimum 35 words per minute typing speed is required.

### **APS Competencies**

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

The link below will assist you with understanding competencies:

<https://www.alberta.ca/assets/documents/psc-alberta-public-service-competency-model.pdf>

The successful candidate will demonstrate the following competencies:

Build Collaborative Environments: Leads and contributes to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.

Develop Networks: Proactively building networks, connecting and building trust in relationships with different stakeholders.

Creative Problem Solving: Ability to assess options and implications in new ways to achieve outcomes and solutions.

Systems Thinking: The work done within the APS is part of a larger integrated and inter-related environment. It is important to know that work done in one part of the APS impacts a variety of other groups/projects inside and outside the APS. Systems Thinking allows us to keep broader impacts and connections in mind.

Agility: Ability to anticipate, assess, and readily adapt to changing priorities, manage resilience in times of uncertainty and effectively work in a changing environment.

Other Relevant Attributes: Capability for public speaking; ability to navigate high-volume, fast-paced workloads; capacity to manage tight and coinciding timelines.

### **Hours of Work:**

Full time Judicial Clerk positions work 36.25 hours per week, Monday to Friday. Overtime is often required with little or no notice as courts may run late.

**Locations:** Camrose, Drumheller, Fort McMurray, Fort Saskatchewan, Grande Prairie, High Level, High Prairie, Hinton, Leduc, Lethbridge, Medicine Hat, Peace River, Red Deer, Sherwood Park, St. Albert, St. Paul, Stony Plain, Vermilion and Wetaskiwin.

**Travel:**

A valid Driver's Licence (class 5) and a reliable vehicle are required for travel to circuit Court locations in our regional offices. A driver's abstract may be required. This may require travel in inclement weather. Some circuit locations also require the candidate to be comfortable flying in small aircrafts.

**Other Job Requirements:**

This position requires extended periods of sitting and/or standing and the ability to lift files/exhibits up to 25 lbs.

Final candidates for this position will be asked to undergo security screening.

Any costs associated with obtaining the required documents/checks as noted or interview travel expenses, will be the responsibility of the candidate. Out-of-province applicants can obtain the required documents/checks from the province they currently reside in.

**Other Information:**

If you completed a practicum placement with Court and Justice Services, please document on your resume and include your practicum supervisor/manager as part of your reference when requested.

Internal candidates are encouraged to discuss the option of a temporary assignment with their current supervisor.

The talent pool process includes the following steps: application, interview and referral. Candidate screening and interviews will be taking place periodically throughout the job posting. Interviews will be taking place virtually, and accommodations may be made if requested. Candidates who move through the competitive process successfully are qualified for future opportunities and will be placed in a talent pool. You may be contacted regarding permanent, temporary or wage positions in your preferred location. Your application will stay active for a period of 6 months. <https://www.alberta.ca/alberta-public-service-jobs.aspx>

Links and information on what the GoA has to offer to prospective employees.

- Working for the Alberta Public Service – <https://www.alberta.ca/about-the-alberta-public-service.aspx#jumplinks-2>
- Pension plans -
  - Public Service Pension Plan (PSPP) – <https://www.pspp.ca>
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance
- Research Alberta Public Service Careers tool – <https://researchapscareers.alberta.ca>

**How To Apply**

Click on the "Apply Now" button.

Candidates are required to apply for a job online. Please visit <https://www.alberta.ca/navigating-online-jobs-application.aspx> to learn more about creating a candidate profile and other tips for the Government of Alberta's online application system.

If you are not currently an employee with the Government of Alberta, the first step in applying for a job is creating your candidate profile within our online application system, click here to access the main log in page where you are able to 'Create an account', reset your password ('Forgot your password') or 'Sign In' should you already have an account.

Existing employees should access the Career tile in 1GX to submit their application in order to be recognized as an internal applicant.

Once you have created your candidate profile, visit the Alberta Public Service job site to apply for jobs at <https://www.alberta.ca/alberta-public-service-jobs.aspx>

### **Application Requirements:**

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies. You will also be required to answer pre-screening questions at the time of application.

In your resume, please include date ranges (month and year) associated with all education and work experience. Please also indicate whether your work experience was casual, part-time (PT) or full-time (FT).

Ex: Legal Assistant: January 2016 – June 2019 (FT, 5 eight-hour shifts/week).

Failure to provide or complete the above requirements may result in your application not being considered.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) <https://www.alberta.ca/iqas-overview.aspx>. Applicants are encouraged to include the assessment certificate from IQAS or any other educational assessment service as part of their application.

Please note communication from this competition will be done via email. Please provide an email address and ensure you are checking your email (including junk mail) regularly for messages citing Job Requisition #51555.

### **Resources for applicants:**

- Apply for Jobs with the Alberta Public Service: <https://www.alberta.ca/apply-for-jobs-with-the-alberta-public-service.aspx>
- Understanding the Alberta Public Service Hiring Process: <https://www.alberta.ca/alberta-public-service-hiring-process.aspx>
- ALIS: <https://alis.alberta.ca/look-for-work/>

### **Closing Statement**

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting or a copy of the role profile, and/or require a disability related accommodation during the recruitment process, please contact Intake Coordinator Connie Piosca at [Connie.Piosca@gov.ab.ca](mailto:Connie.Piosca@gov.ab.ca).

If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.

**Apply now so we can count you in on the Government of Alberta Judicial Clerk/Senior Judicial Clerk Talent Pool!**