

JOB SPECIFICATION

DEPUTY CLERK OF THE MAGISTRATES' COURT

MAGISTRATES' COURT, HM CORONER'S COURT, JUVENILE AND FAMILY COURT

Department: Gibraltar Courts Service

Post: Deputy Clerk of the Magistrates' Court

Responsible to: Clerk of the Magistrates' Court

SPECIFICATION OF THE JOB:

The role of the Deputy Clerk of the Magistrates' Court is to provide court clerking support to the Stipendiary Magistrate, HM Coroner or Justices of the Peace when sitting. The post is also involved in a number of other areas associated with the running of the Courts.

Justices of the Peace

It is particularly important that the Deputy Clerk of the Magistrates' Court should have a sound knowledge of the law in order to advise Justices of the Peace in the exercise of their judicial roles and responsibilities on all questions of law, practice and procedure, the range of penalties available and possible sentencing options. The Deputy Clerk of the Magistrates' Court should advise on the appropriate decision making structure to be applied to a given case, and any other issues relevant to the matter before the Court. The Deputy Clerk of the Magistrates' Court should be able to point to relevant decisions of superior courts or other guidelines. The Deputy Clerk of the Magistrates' Court will assist the Court, where appropriate, in the formulation of reasons and the recording of those reasons.

The Deputy Clerk of the Magistrates' Court will need to contact Justices of the Peace and manage their diary and rosters, making arrangements as necessary to provide cover for Justices who are unable to sit on their designated days, or to summon Justices at short notice when this is required.

Stipendiary Magistrate and HM Coroner

The Deputy Clerk of the Magistrates' Court will need to ensure that the Stipendiary Magistrate is aware of warrants and documents that require his/her signature to ensure that there is no backlog.

The Deputy Clerk of the Magistrates' Court will provide support to the Stipendiary Magistrate and HM Coroner as required.

Court Operations

The Deputy Clerk of the Magistrates' Court needs to ensure that whenever there is a sitting of the Magistrates', HM Coroner's or the Juvenile and Family Courts, the Court is properly prepared. The Deputy Clerk of the Magistrates' Court will keep an accurate note or will ensure that an accurate note is kept of the proceedings and evidence during all hearings in Court.

The Deputy Clerk of the Magistrates' Court will liaise closely with the Registrar, Supreme Court and Gibraltar Courts Service staff in all relevant matters, providing support commensurate with the post.

The Deputy Clerk of the Magistrates' Court may be involved in investigating and resolving complaints that relate to the Magistrates' Court, HM Coroner's Court and the Juvenile and Family Courts.

The Deputy Clerk of the Magistrates' Court will carry out any other duties appropriate to the post as required and under the direction of the Chief Executive, Clerk of the Magistrates' Court or members of the Judiciary.

QUALIFICATIONS:

The Gibraltar Courts Service Deputy Clerk of the Magistrates' Court must be a Barrister or Solicitor who is entitled to practice in Gibraltar and have experience of recent legal practice for at least three years.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Barrister or Solicitor who is entitled to practice in Gibraltar.	
Experience	Minimum of three years post qualification experience.	
Knowledge	Must have recent experience in Legal Practice in the Magistrates' Court.	Good / sound knowledge in Criminal and Family Law.
Key Skills	<p>Able to demonstrate strong intellectual ability.</p> <p>Ensure efficiency and that deadlines are met adequately.</p> <p>Possess excellent organisational, written and verbal communication skills at all levels.</p> <p>Attend to the general public in an appropriate manner at all times.</p> <p>Able to approach and analyse a wide range of problems, innovate and develop creative solutions, particularly in respect of difficult issues.</p> <p>Understand Criminal Law in the context of the operations of the Magistrates' Court.</p> <p>Be able to work as part of a team, gaining the confidence of Law Justices of the Peace and advising them in the excersing of their Judicial role.</p>	Computer literate.