

# CONTRACT JUDGES SECRETARY

CONTRACT JUDGES SECRETARY

CLOSING DATE : 23 February 2018

R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement. CENTRE : Gauteng Division: Pretoria (3 Posts),

REF NO: 2018/22/OCJ Gauteng Local Division: Johannesburg, (4.POSTS):

REF NO: 2018/23/OCJ Land Claims Court (1 Post),

REF NO: 2018/24/OCJ

REQUIREMENTS : Grade 12, experience as a Judges Secretary, shortlisted candidates will be required to pass a typing test; A valid driver's licence. The following will serve as an added advantage; a Secretarial Diploma; a four year recognized qualification or a minimum of 20 modules completed towards LLB, BA or Bcom Law degree; Proficiency in English and Afrikaans and at least one other official language; 2 to 3 years' experience working in a legal environment . Skills and Competencies:; Computer Literacy (MS Word); good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Good customer service orientated; assertiveness and decisiveness' Attention to detail and accuracy; Initiative; Ability to remain calm under pressure; Research capabilities.

DUTIES : Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);Arrange and diarize appointments, meetings, official visits, and make travel and

accommodation arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office; Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates 36 with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge's Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.

ENQUIRIES : Ms T Mbaleka ☐ (011) 335 0404