



NATIONAL JUDICIAL STAFF SERVICES JOB DESCRIPTION

Position Title: Assistant Registrar - Crimes	Reports to: Deputy Registrar National Court
Grade: NJS12	Section: National Court Registry
Approved Position No: JS.NCT.014	Division:
Concept Positon No:	Location: Waigani
HR date of review:	Hay score:
Endorsed by:	Approved by:

1. PURPOSE OF POSITON

Ensure efficient operation of the Court Registry

ACCOUNTABILITIES/KEY RESULT AREAS

- Efficient progress of cases through the Court
- Speedy disposition of appeals, reviews, and other matters
- Timely availability of court transcripts and other documentation
- All documentation conforms with Court rules
- Manage staff performance to expected standards
- Effective information flow to and from Court users and other customers
- Timely and accurate reporting

MAIN TASKS

- Facilitate the delivery of justice by ensuring that registry and court services are provided in an efficient and timely manner. Accordingly, court users are provided with accurate advice and information on the legal process, giving primary focus first and foremost to the Judges and their Courts and then to lawyers and other court users.
- Lead and manage a team of motivated, competent and well-trained staff to achieve departmental objectives by agreeing to accountabilities and standards of performance.
- Contribute to the effectiveness of the Registry by providing relevant accurate and timely information, fostering co-operation across the organization, and actively contributing to judicial and registry meetings in a positive and constructive manner.
- Effectively lead and manage the staff and working closely with all sections and divisions.

- Work closely with Judge(s) from time to time to support their core function.
- Maintain effective National Court and registry system by authorizing documentation which are processed in accordance with National Court rules, practice directions and relevant legislation.
- Attend to quasi-Judicial functions as required like Taxation of Bill of Costs, Examination of Debtors, WPA applications and other functions as ordered by the Court.
- Ensure that NJSS resources are utilized in the most cost-effective, appropriate manner by setting up systems and procedures.
- Contribute to the development of improved provincial registry services, embracing developments and changes brought into the organization by the Organization Leadership and working in consultation with the Registrar and Deputy Registrar.
- Ensure that enforcement processes involving the Sheriff office are carried out efficiently.
- Ensure other support services are efficiently provided the support needed by overseeing the administration process of the Court Reporting Services, Sheriff Services, Library service, Court room services.
- Contribute to efficiency and effectiveness of case management by ensuring the implementation of agreed standards and processes in case management like CDS (Case Docketing System, Indictable Criminal Case Process system).

2. REPORTING & WORK RELATIONSHIP

External	Internal	Committees/Groups
<ul style="list-style-type: none"> ▪ Court Users ▪ Police ▪ Lawyers ▪ Government Organizations ▪ Correctional Services 	<ul style="list-style-type: none"> ▪ Judges ▪ Divisional Heads ▪ NJSS Staff 	<ul style="list-style-type: none"> ▪ Various Committees as needed

3. COMPETENCIES

Educational qualifications	<ul style="list-style-type: none">▪ Admission as a lawyer in Papua New Guinea▪ Diploma in Management (preferably)
Essential experience	<ul style="list-style-type: none">▪ At least 3 years in legal practice dealing with litigation and at least 3 years in senior management role▪ Management experience in both the Public and Private Sector
Skills/Knowledge/Abilities	<ul style="list-style-type: none">▪ Management▪ Communication▪ Court Registry functions▪ Conduct taxation of court costs▪ Court procedure understanding▪ Policy and research▪ Networking and liaison
Personal Qualities	<ul style="list-style-type: none">▪ Interpersonal Communication▪ Customer Service focus▪ Attention to Details▪ Decision-making

4. PERFORMANCE MEASURES

- Evidence of consultation with Judges to determine their needs.
- Evidence of documents authorized in accordance with court files.
- Evidence of system improvements.
- Feedback from court users on quality of service
- Evidence of systems implemented to ensure correct utilization of personnel assets and vehicles.
- Completion of staff appraisals within agreed deadlines.
- Evidence of implementation of mechanisms to assess customers needs.
- Evidence of improvement in court and registry services
- Evidence of implementing agreed processes and standards
- Evidence of an effective register

I acknowledge receipt of this Job Description and agree that the duties and responsibilities are consistent with the requirements of the role. I agree to be bound by all relevant legislation and the Code of Conduct whilst performing my duties.

EMPLOYEE NAME:	SIGNATURE:	DATE: / /
MANAGER NAME:	SIGNATURE:	DATE: / /