



## NATIONAL JUDICIAL STAFF SERVICES JOB DESCRIPTION

<b>Position Title:</b> Assistant Registrar	<b>Reports to:</b> Provincial Judge Administrator
<b>Grade:</b> NJS12	<b>Section:</b>
<b>Approved Position No:</b>	<b>Division:</b> National Court
<b>Concept Positon No:</b>	<b>Location:</b> Provinces
<b>HR date of review:</b>	<b>Hay score:</b>
<b>Endorsed by:</b>	<b>Approved by:</b>

### 1. PURPOSE OF POSITON

Ensure the efficient operation of the Provincial 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

- Manage all Provincial Court Registry functions
- Supervise Provincial Registry staff
- Provide information and advice to customers on legal/Court processes and procedures
- Monitor case flow, and follow up outstanding matters
- Management reporting
- Survey and report on customer needs, and satisfaction levels
- Ensure disputes over legal costs between counsel and clients are resolved by Taxation of National Court costs.
- Examine and authorize documentation which are processed in accordance with National Court rules and practise direction.
- Develop and implement service improvement strategies
- Carry out delegation duties of Sheriff to ensure that court orders, warrants of execution are carried out efficiently by overseeing the execution process and providing advice and direction where necessary
- Review policies and divisional business plan to ensure consistency with Corporate annual and strategic plans

- Attend judiciary and registry meetings and actively participate in discussions and assist in developing resolutions
- Ensuring corporate and annual plans are developed and implemented throughout the organisation
- Prepare budget submissions

## 2. REPORTING & WORK RELATIONSHIP

External	Internal	Committees/Groups
<ul style="list-style-type: none"> <li>▪ Law and Justice Centre organisations</li> <li>▪ Court Users</li> <li>▪ Lawyers</li> <li>▪ Provincial Government</li> </ul>	<ul style="list-style-type: none"> <li>▪ Registrar</li> <li>▪ Judges</li> <li>▪ NJSS Divisions</li> </ul>	

## 3. COMPETENCIES

<b>Qualification</b>	<ul style="list-style-type: none"> <li>▪ Qualified to practice law in PNG</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ 3 or more years' experience in practicing law</li> <li>▪ 3 or more years' experience in a senior management role in Public or Private Sector</li> <li>▪ Experience in a Court Registry</li> </ul>
<b>Skills/Knowledge/Abilities</b>	<ul style="list-style-type: none"> <li>▪ Management</li> <li>▪ Communication</li> <li>▪ Court Registry functions</li> <li>▪ Conduct taxation of court costs</li> <li>▪ Court procedure understanding</li> <li>▪ Policy and research</li> <li>▪ Administer a trust account</li> <li>▪ Networking and liaison</li> <li>▪ Operate information and communication technology (ICT)</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to work under pressure and meet deadlines</li> <li>▪ Customer Focus</li> </ul>

#### 4. PERFORMANCE MEASURES

In accordance with the NJSS Admin Order 4 on Employment Regulations guide this role will be measured and appraised on a six (monthly bases) on the following:

- 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.

<b>EMPLOYEE NAME:</b>	<b>SIGNATURE:</b>	<b>DATE: / /</b>
<b>MANAGER NAME:</b>	<b>SIGNATURE:</b>	<b>DATE: / /</b>