



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST:	COURT CLERK (6 POSTS)	
CENTRES:	MAGISTRATES OFFICES:	CARNARVON (1) Ref No. NC/11/07 HOPETOWN (1) Ref No. NC/12/07 KIMBERLEY (1) Ref No. NC/13/07 KURUMAN (1) Ref No. NC/14/07 PHILIPSTOWN (1) Ref No. NC/15/07 UPINGTON (1) Ref No. NC/16/07

SALARY: R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 qualification and three years appropriate experience in a court environment with regard to court recording, case flow and general administration.

Skills and Competencies:

- Communication (written and verbal);
- Computer literacy (MS Office);
- Good interpersonal relations;
- Good public relations skills;
- Efficient and resourceful;
- Ability to work under pressure and to solve problems;
- Customer service;
- Document management.

DUTIES:

- The maintaining of criminal record books and charge sheets;
- The writing and tracing of summonses;
- The writing of witness fees books;
- The completing and issuing of committal warrants and arrest warrants;
- The rendering of court requirements;
- The rendering of assistance in general case flow management;
- The recording of court proceedings;
- Filing of cases (charge sheets);
- Operating court recording equipment, ensure the maintenance and safekeeping thereof;
- Provide any administrative support as required by the relevant Court Manager or Supervisor.

ENQUIRIES: Ms C Cader ☎ (053) 839 0031.

APPLICATIONS: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6106, Kimberley, 8300.

CLOSING DATE: 17 August 2007

NOTE:

Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

