



## the doj & cd

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

### VACANCIES

<b>POST</b>	<b>COURT CLERK</b>
<b>REF</b>	<b>NC/12/08</b>
<b>CENTRE</b>	<b>MAGISTRATE'S OFFICE: UPINGTON</b>

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

**REQUIREMENTS:**

- A Grade 12 or equivalent qualification;
- At least two years experience in a court environment with regard to court recording equipment, case flow and general administration;
- Computer Literacy.

**DUTIES:**

- Operate court recording equipment and ensure the maintenance and safeguarding thereof;
- Maintenance of criminal record books and charge sheets;
- Writing of witness fees books;
- Completing and issuing of committal warrants and arrest warrants;
- Rendering of court requirements;
- Rendering of assistance in general case flow management;
- Proper and efficient recording of court proceedings;
- Filing of cases (charge sheet);
- Provide any administrative support as required by the relevant Court Manager or supervisor.

**ENQUIRIES:** Ms C Cader @ 053 839 0000 (31)

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300.

**OR**

**Physical address:** Application Box, Seventh Floor, or room 7.50, New Public Building, c/o Knight and stead Street Kimberley

**CLOSING DATE: 11 February 2008**

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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](http://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.