



**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL
DEVELOPMENT**

Administration Clerk – E-scheduler

Salary: R76 194 - R88 464 per annum

Magistrate Offices: Bellville (1) and Goodwood (1)

Requirements: • Grade 12 or equivalent qualification • Two years experience.

Skills and competencies: • Good communication skills (verbal and written) • Computer literacy (An assessment will be conducted to establish the level of computer literacy in terms of MS Word and Excel) • Ability to work under pressure • Administrative and organizational skills • Sound interpersonal relations • Accuracy and attention to detail • Customer service oriented • Problem solving • Presentation skills • Analytical, efficient and resourceful • Project management • Document management and typing.

Duties: • Obtain charge sheets and interpret contents • Accurately capture the data on the E-scheduler system prior and after court hearing • Ensure that the charge sheets are secured and distributed timeously within the case preparation phase • Generate/print daily reports required to improve the management of cases on the outstanding roll • Analyse statistics • Conduct enquiries on the system to obtain information not covered by the standard reports • Conduct charge sheet and data integrity audits and present outcome to supervisors/manager • Render assistance in general case flow management • Provide administrative support as required by the relevant Court Manager and Supervisor.

Enquiries: Mr G Maggott 021 – 950 7700/19

The Department of Justice is an equal opportunity employer.

In the filling of the post the objective of Section 195(1)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996) and the staffing policy of the Department of Justice will be taken into consideration.

Applications must be submitted on form Z.83 and should be accompanied by certified copies of all qualifications, identity document and a detailed CV.

Separate applications must be made for each post and centre if applying for more than one and failure to do this will result in consideration given to the first choice only.

Please Note: No facsimile and incomplete applications will be accepted.

NB: Non-adherence to these conditions will render your application nul and void.

Please forward your application to: The Magistrate Office, Department of Justice and Constitutional Development, Private Bag X 10, Bellville, 7535.

NOTE: If no response is received within 3 months after the closing date of this advertisement, please regard application as being unsuccessful.

Closing date: 12 September 2008