

JOB DESCRIPTION

Benchmark Job #396

Ministry: Attorney General
Branch: Court Services (Divorce and Family)
Location: Victoria

Working Title: **Senior Registry Technician**
Level: Range 18
Classification: Administrative Officer

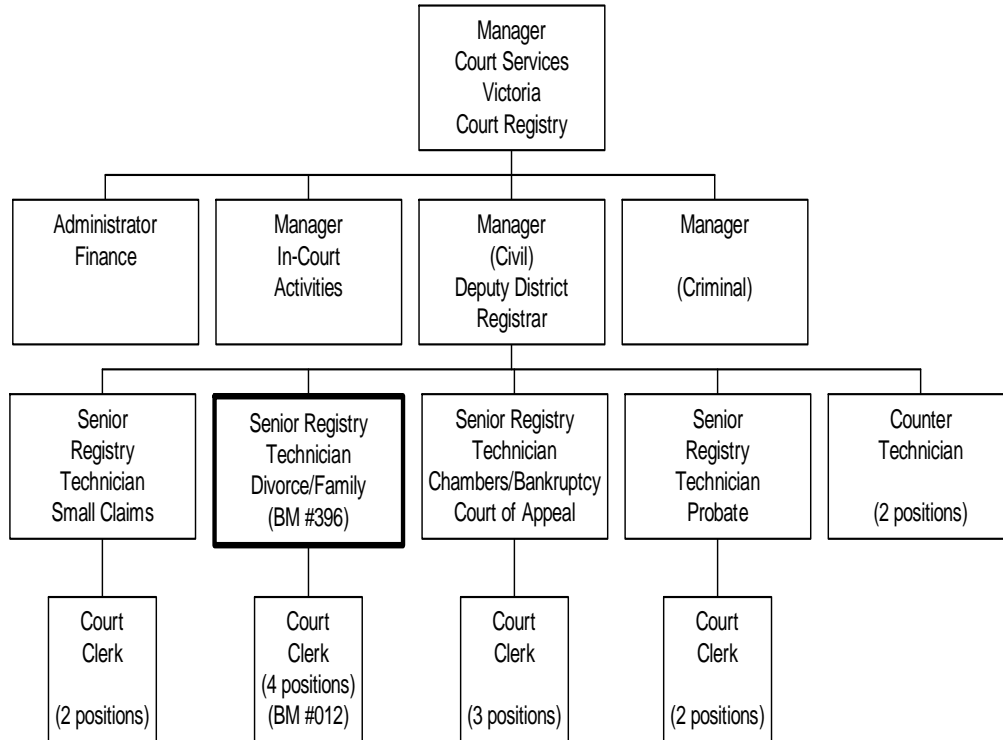
PRIMARY FUNCTION

To function as the regional technical resource in Divorce and Family procedures, supervise the Divorce and Family section and perform delegated Deputy District Registrar duties in the Supreme Court and delegated Registrar, Small Claims duties in the Provincial Court.

JOB DUTIES AND TASKS

1. Functions as the regional technical resource in Divorce and Family procedures
 - a. answers inquiries escalated by regional staff relating to Divorce and Family procedures
 - b. functions as a resource to groups such as provincial committees on the procedural and work load effects of legislative and policy changes
 - c. provides training to regional staff on legislative and procedural changes
2. Supervises Divorce and Family registry staff (4 FTEs)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. appraises work performance and takes disciplinary action, if required
3. Performs quasi-judicial duties of a Deputy District Registrar
 - a. checks for compliance to court requirements, signs and approves legal documents such as Default Judgements, Petitions for Divorce, Garnishee Orders, Writs of Possession, and Writs of Seizure and Sale
 - b. approves Petitions for Divorce or rejects Petitions with an explanation based on legislative or legal requirements
 - c. reviews Consent Bills of Cost submitted with Orders and approves by signing as Deputy District Registrar
 - d. approves payment out of monies held in court on matters such as Garnishee Orders, Infant Funds, Payments Pursuant to Offers to Settle and Court Orders
4. Performs Divorce and Family counter service duties
 - a. receives and checks documents for content, accuracy and compliance with Court procedures and returns any documents that are incorrect or incomplete with an explanation
 - b. opens new files and ensures the correct filing fees have been remitted
 - c. answers enquiries from the public, members of the bar and filing agents on procedural steps and options and on completing forms and documents
 - d. files and records Chambers Applications, checks, approves and enters Consent Desk Orders or returns Orders that are inconsistent with court decisions and checks and processes Chambers Orders and Trial Orders
 - e. receives files from other registries and records incoming files and ensures entry on Chambers or Trial lists
 - f. approves bonds and forwards to the Public Trustee along with a copy of the Order and the Praeceptum
 - g. checks all files as they return from court for accuracy and proper process
5. Performs other related duties
 - a. collects, records and distributes statistics for all levels of court
 - b. performs trial coordination duties in Provincial Court on behalf of the Judiciary
 - c. functions as Senior Registry Technician in other program units, as required

ORGANIZATION CHART
Benchmark Job #396



REASON FOR CLASSIFICATION

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Job Title: Senior Registry Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand related legislation to ensure legal processes comply with court rules, Court Orders and Judgements and function as the regional technical resource in Divorce and Family procedures.</p>	F	190
2	<p>MENTAL DEMANDS Judgement required to apply structured study of applications and choose an approach using a combination of accepted legal procedures and terminology to review, sign and issue petitions, grants, writs and certificates as delegated by the Deputy District Registrar.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to input court information on computer with some requirement for speed.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by registry policies, guidelines, court rules and various Acts and legislation, applies accepted work methods in a different way to act as the regional technical resource in Divorce and Family procedures to provide advice and technical direction to regional ministry staff.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to approve payment out of monies held in court on Garnishee Orders, Infant Funds, payments pursuant to Offers to Settle and Court Orders.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up and supervise the maintenance of the Divorce and Family case files in the registry.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm clients who are angry or upset.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read applications and court documents.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on applications and court documents.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with upset clients and public.	C	6
13	HAZARDS Limited exposure to hazards from occasional exposure to the possibility of physical violence from angry clients.	B	4

Total Points: 629

Level: Range 18