

Trainee Court Registrar Program Overview

Trainee Court Registrar Role


Trainee Court Registrars in the Magistrates' and Children's Courts of Victoria have a varied, interesting and challenging full-time career path. Trainee Court Registrars complete a two-year program to learn how to manage the court processes. If performance standards are met, trainees have the opportunity to become a qualified court registrar. Travel between courts locations may be required. Trainee may also be required to transfer to a different court location after 18 months to two years in the job.

One of the main duties of a Trainee is bench clerking in a courtroom, dealing with a wide variety of cases. This involves:

- Making announcements and swearing in witnesses
- Administrative tasks
- Operating a range of complex technology, including facilitating the audio recording of cases and using various case management systems
- Liaising with stakeholders such as police officers, legal representatives and other court users
- Coordinating the movement of parties within a courtroom environment
- Supporting the Magistrate or Judicial Registrar

When not performing duties in the courtroom, trainees will assist with various duties in the Registry that include:

- Assisting a range of stakeholders with their enquiry via the phone, email or at the counter
- Providing procedural advice to court users
- Data entry using the case management system
- Managing court files
- Performing a range of other administrative tasks as required



As a Trainee, you will approach each day with an attitude of resilience, optimism and a strong work ethic to ensure the following outcomes:

- The diverse range of persons you encounter experience fair, respectful and professional customer service
- The courtroom runs smoothly under pressure through use of your prioritisation, organisation, interpersonal skills and operation of technology
- The judiciary are supported
- All legislative, procedural and confidentiality requirements are strictly complied with
- Administrative tasks are completed efficiently and accurately
- All requirements of the Certificate in Court Services are met

It can be a demanding but very interesting career path.


We strongly encourage all applicants for the role to research the role thoroughly, which may include attending court to observe, speaking to staff in person or via the phone, researching the organisation's websites and attending any information sessions.


Certificate in Court Services

The Certificate in Court Services is an internal qualification which is a compulsory component of the role of a Trainee Court Registrar. It is not an accredited Certificate IV. This allows us to flexibly offer training that is specific and relevant to the role.

Following commencement in the role, staff new to the VPS have a 3-month probation period. Following completion of probation, Trainees are enrolled in the next available Certificate group, which should occur within approximately 3-6 months of commencing in the role, subject to capacity.

Over the 2-year duration of the Certificate, Trainees will complete 3 contact weeks of training in groups of up to 20 trainees from across the state, allowing networking opportunities. Subjects covered include:

- Family Violence
 - Legislation
 - Koori Cultural Awareness
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- Vicarious Trauma and Dealing with Difficult Clients
 - Specialist Courts and Programs
 - Diversity
 - Careers

In between formal training weeks, Trainees learn about all jurisdictions of the court and receive support to learn on the job, including rotating through various jurisdictions of the court including criminal, civil, family violence and the Victims of Crime Assistance Tribunal.

Trainees are expected to complete 3 workplace assessment tasks which concentrate on demonstrating ability to perform core tasks associated with the role. **It is an expectation that these assessments are worked on outside of work hours.**

Upon completion of the 2-year Certificate program (occurring approximately 2.5 years after commencing in the role) Trainees will attend a Qualification Interview. Upon becoming successfully qualified, this completes the Certificate program.

Career Progression

At 3 years from commencement in the role and meeting required performance standards, Qualified Registrars are able to apply for Deputisation, to become a Deputy Registrar. Deputy Registrars have the power to sign various kinds of 'summons' to summons people to court, as well as witness Statutory Declarations and Affidavits.

Once Deputised, Deputy Registrars can apply for VPS Grade 3 Registrar positions. Registrars have the power to sign warrants (eg. arrest warrants or remand warrants), make orders awarding money and other miscellaneous powers, in addition to the powers that Deputy Registrars have.

Registrar positions are varied. They may be specialised (eg. Family Violence Registrar) or general where they rotate between various jurisdictions in a court location. They may be management positions with a small team of reports, or technical roles with no reports.

There are lots of opportunities to make your position in the courts into a fulfilling long-term career.





Transfers

VPS grade 2 staff (Trainees, Qualified Trainees and Deputy Registrars) may be subject to transfer to other venues of the Magistrates' or Children's Court.

There are benefits to staff in transferring locations, such as widening learning scope, upskilling and opportunity for progression.

Benefits to the organisation of transfer include ensuring an even spread of experience across venues and upskilling of staff.

Generally placements at a location are for 2 – 3 years, however some transfers must occur during the period of the traineeship to enable the Trainee to complete the Certificate, as certain venues do not have all jurisdictions that must be covered during the Certificate.

If transfers are being considered, staff would nominate preference locations and any personal circumstances of staff may be taken into account.

Questions?

Please feel free to contact the Learning and Development Unit at courtregistrar@courts.vic.gov.au.

