

Judicial Clerk

APS Minimum Recruitment Standards

Subsidiary Agreement:	001
Effective Date:	October 1, 2004
Stream Definition:	This work supports the role of the judiciary, counsel and public in the Alberta Justice system before, during and subsequent to court proceedings. Positions performing this work hold key responsibility for administrative matters which organize and manage the court process. This work involves para-legal work in all levels of the Court. May also involve the supervision of a unit of Court or ensuring the smooth operation of a Court. Positions may perform Justice of the Peace, Clerk of the Court, Sheriff and Registrar duties.
Minimum Recruitment Standards:	Judicial Clerk Senior Judicial Clerk Deputy Clerk Senior Deputy Clerk

Judicial Clerk

Minimum Recruitment Standard:

- High School diploma and six months of related experience.

Equivalency: Related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [013JC](#)

Senior Judicial Clerk

Minimum Recruitment Standard:

- High School diploma and two years of related experience, including eighteen months of directly related experience as a Judicial Clerk and the successful completion of the departmental para-legal program.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [015JC](#)

Deputy Clerk

Minimum Recruitment Standard:

- High School diploma and five years of directly related experience, and the successful completion of the departmental para-legal program.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [016JC](#)

Senior Deputy Clerk

Minimum Recruitment Standard:

- High School diploma and six years of directly related experience, and the successful completion of the departmental para-legal program.

Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Class #:

- [017JC](#)

Last Review / Update: 2019-07-11