

# Judicial Clerk

## APS Minimum Recruitment Standards

---

**Subsidiary Agreement:** 001

**Effective Date:** February 13, 2023

**Stream Definition:**

The Judicial Clerk 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. The 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

Classification	Minimum Recruitment Standards	Equivalency
<b>Judicial Clerk</b> Class #: <a href="#">013JC</a>	High School diploma and six months of workplace experience.	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.
<b>Senior Judicial Clerk</b> Class #: <a href="#">015JC</a>	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.	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.
<b>Deputy Clerk</b> Class #: <a href="#">016JC</a>	High School diploma and five years of directly related experience, and the successful completion of the departmental para-legal program.	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.
<b>Senior Deputy Clerk</b> Class #: <a href="#">017JC</a>	High School diploma and six years of directly related experience, and the successful completion of the departmental para-legal program.	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.

Last Review / Update: 2023-02-13