

Job Title:	Bailiff & Court Orderly
Ministry	Ministry of Justice (Tango Tutara O Te Ture)
Division:	High Courts
Responsible To:	Registrar – High Courts
Responsible For:	None
Job Purpose:	<p>The role of the Bailiff & Court Orderly is to facilitate the management and administrative compliance of the criminal and civil division of the High Courts and related tribunals and boards within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is a technical role requiring specialized skills and knowledge in legislation and regulations, legal and court processes, police, probation, and prison processes, security protocols, records management, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration of court hearings and processes.</p> <p>The position provides key services integral to maintaining court order and security, efficient court administration, and execution of court orders that impact on the enforcement of justice in the Cook Islands community.</p> <p>The position must work at a high level of competence in legal and compliance principles and technical requirements to deliver and support the provision of Ministry court related services to the public in an environment moving towards greater use of available technology.</p>
Job Classification:	Function: Technical and Service delivery Job band: F (<u>Salary Range</u> : \$22,352 - \$34,646) Jobwise Code: S6 – Senior Specialised Business Support
Education/Experience	The ideal candidate would have a bachelor's degree, preferably in law, criminal justice, political science, pacific island studies, conflict resolution, or management, and have 4-5 years of work experience in a legal, criminal justice, compliance, police, office management, pacific island studies, conflict resolution, or similar role.
Application Deadline:	Friday 7 th June 2019
Link to Job Description:	Click here to view Full Job Description