



THE OFFICE OF THE CHIEF JUSTICE | TE TARI TOKO I TE TUMU WHAKAWĀ

Position Description

Position Title	Judge's Clerk	
Business Unit	The Office of the Chief Justice	
Location	Wellington, Auckland, Christchurch	Date May 2019
Reports to	Clerk Manager, Reporting Judge	

The Office of the Chief Justice | Te Tari Toko i te Tumu Whakawā

The Office of the Chief Justice | Te Tari Toko i te Tumu Whakawā (known as "Te Tari"), supports the judiciary at the constitutional interface between the judiciary and executive. Te Tari is financially supported by the Ministry of Justice but remains otherwise independent.

Position Purpose

The role of the Clerk may vary depending on the wishes of the Judge for whom the Clerk works. However, it primarily involves research on current cases both for and during the hearing and when judgments are being prepared and covers the whole spectrum of the work of the Supreme Court, Court of Appeal or High Court.

Principal Activities

- Undertaking legal research at the direction of the Judge
 - writing legal opinions
 - collating authorities on particular points
 - assisting with the drafting of judgments and checking/commenting on draft judgments
- Any other work that may be required by the reporting Judge.

Key Relationships

The Clerk shall refer all administrative matters pertaining to the Clerk's employment to the Clerk Manager, Office of the Chief Justice.

The Judges' Clerks will have key relationships with the following people:

- Judges
- Clerk Manager
- Office of the Chief Justice
- Judges' Librarian
- Judges' Associates
- Registrar/ Court Manager
- Court Staff

Personal Skills and Qualities

Judge's Clerks will have normally just completed an LLB or LLB (Hons) degree and need not have completed the Professional Legal Studies course.

The Clerk should:

- have an awareness of recent academic thinking
- display a high level of skill in legal research and analysis
- write clearly and concisely, taking account of the intended audience
- communicate effectively with Judges to understand and meet their requirements, look for ways to integrate their needs and deliver co-ordinated support services
- display courtesy and professionalism when dealing with Judges and other key relationships; and
- proactively offer assistance to Judges and other Judge's Clerks.

Competencies

Judge's Clerks must be able to:

- handle confidential information and materials with absolute discretion at all times,
- handle important relationships with skill and sensitivity
- prioritise and manage their workload, which at times may be heavy
- set personal performance goals, work individually and be self-motivated
- work co-operatively with others in formal and informal situations
- use office automation products on a PC including Word for Windows; and
- use computer-based research tools and be willing to develop their research skills.

Health and safety at work

- Proactively respond to any health or safety incident during events, by liaising with appropriate emergency services, onsite event managers, and health professionals where necessary.
- Comply with all Health and Safety procedures.
- Take all practicable steps to ensure you don't harm yourself or anyone else.
- Report all incidents and help to identify and manage hazards.

Public Service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūrangā mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.