



SBAA/BFC CYN EXTERNAL ADVERT



Court Clerk / Bailiff Episkopi

HR/22/143

VACANCY NOTICE: HR/22/143

GRADE

Local Administrative Assistant (LAA)

Salary

€16,615.00 per annum

CONTRACT TYPE

Permanent, Full-Time

HOURS PER WEEK

37.00 hours per week

LOCATION

Episkopi

ELIGIBILITY

To be eligible to apply for this role, you must be a Cypriot National.

Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.

Applications from individuals that have either reached or passed the BFC / SBAA Normal Retirement age of 64 will not be accepted.

CLOSING DATE

Wednesday 26th October 2022, Midnight, Local Cyprus Time.

Late applications will not be accepted.

ESSENTIAL CRITERIA FOR THE ROLE:

- You must undergo and pass as security / police check. If you are found successful, you will be requested to provide a Clean Criminal Record and a Sex Offenders Certificate issued by the Republic of Cyprus.
- Relevant administrative / clerical experience
- You must provide 2 professional references.
- A good knowledge of office based IT is needed, including Microsoft Office packages (Word, Excel, Outlook) and electronic filing practices.
- The ability to communicate in English both verbally and in writing is an essential part of this role.
- Excellent interpersonal and communication skills.
- Secondary School Leaving Certificate.
- Driving Licence



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For specific details of the role please refer to attached JOB DESCRIPTION.

TO APPLY FOR THIS POSITION:

You must complete the application form and include evidence of how you meet the following

CORE COMPETENCES:

- Working Together
- Managing Customers and Suppliers.
- Improvement and Change
- Analysing and Using Evidence.

ADDITIONAL INFORMATION

The recruitment process is a fair and open competition and people will be judged on their own merit.

HOW TO APPLY:

1. To apply for this role please complete the application form located at the following link:
[SBAA EXTERNAL WEBPAGE](#)
2. This role is assessed through the use of a competency framework. For specific details please refer to: [SBAA EXTERNAL WEBPAGE](#)
3. For further information about the role and process involved please contact the Line Manager **Andri Georgiou-Antoniou, Senior Registrar, Tel No: 24744381** or by email: Andri.Georghiou-Antoniou100@mod.gov.uk
4. For further recruitment information and guidance please refer to: [Cypriot Nationals Q&A Application Process](#)
5. Once completed **electronically** please send your application by email to: BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk

Only **electronic** applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted. Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered

Incomplete forms will not be sifted, please ensure that you complete all the sections on the form.

Only send your application, no CV or any other attachments to the Recruitment group mailbox, please do not attempt to send the application to the Recruiting Line Manager as they will not be able to accept it until it is forwarded through the Recruitment Officer for interview sift evaluation.

Please Note:

You will receive an email to let you know whether or not you have been successful to reach the interview stage, you will only receive feedback of your performance from the interview stage.



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JOB DESCRIPTION

(To be reviewed at recruitment or annually at beginning of Reporting Year)

POST TITLE	Court Clerk/Bailiff Episkopi		
Area/Section	SBA COURT EPISKOPI	Establishment No	
Grade		Grade Priority	1
Full Time/Part Time	FULL TIME	No of Established Hours	37.00 hpw
Required Security Clearance	Official Sensitive	Position LEC/UKD	CYN
Current Incumbent Name		Employed by BFC or SBAA	SBAA
<u>Brief Description of Role</u>			
Dealing with Court Clerk jobs and liaising with other agencies, i.e. CJU, AGLA, Area Office, BFC. Service of documentation in cases of civil nature (civil actions, Judicial Reviews, cases of the IDT, cases of the Compensation Assessment tribunal) according to the directions of the Senior Registrar and dealing with money (fines, warrants).			
<u>Responsible to</u> The Senior Registrar			
<u>Priorities (list in order)</u>			
<ul style="list-style-type: none"> • Issuing of summonses of accused and witnesses • Issuing of warrants of commitment for penalties and maintaining the appropriate court records • Forwarding letters to accused regarding the fines imposed and issuing receipts on payment of fines or warrants • Serving all kinds of Court processes • Clerical Duties 			
<u>Responsible for (Tasks/Duties)</u>		<u>Percentage (%) of time spent during the working week on each task</u>	
<ul style="list-style-type: none"> • Issuing of summonses of accused and witnesses • Issuing of warrants of commitment for penalties and maintaining the appropriate court records • Making entries in the Criminal and Area Office Court Cases Registers • Receiving and keeping the Court Money in safe custody and issuing relevant receipts • Depositing Court money • On completion of cases allocating the Court money as per Court Orders • Issuing of Certificates of Conviction and Notices to accused to pay fines • Serving legal documentation in cases of civil nature and interim orders issued in 		15 10 10 10 5 5 5 5 5	



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<ul style="list-style-type: none"> criminal cases • Clerical Duties • Receiving and dealing with public • Operating the Video Link and or any other external link to deal with remote cases 	<p>10</p> <p>5</p> <p>5</p>
<ul style="list-style-type: none"> • Preparing the Court schedule on a monthly basis including interim updates and arranging for its publication to the SBAA webpage • Swearing affidavits and accepting the filing of documents • Interpretation of Court proceedings if the matters involved are not complex e.g. pleas/adjournments in the absence of the Business Support Officer • Preparing access list of the court attendees and arranging transportation i.e. mini bus for court users in the absence of the Court Assistant • Arranging the presence of Interpreters in Court during criminal proceedings in the absence of the Office Assistant 	<p>10</p> <p>5</p>
<p><u>All employees are</u></p> <ul style="list-style-type: none"> • To undertake ad-hoc duties, as required, that may be reasonably expected by the line manager but are commensurate with the grade, and within the unit objectives. • To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies. 	
<p><u>Competences required</u></p> <p>Essential:</p> <ul style="list-style-type: none"> • Working Together • Managing Customers and Suppliers • Improvement and Change • Analysing and Using Evidence 	
<p><u>Training/qualifications required for the post</u></p> <ul style="list-style-type: none"> • IT Literacy • Excellent command of written and spoken English and Greek language • Driving Licence • Secondary School Leaving Certificate 	
<p><u>Equal Opportunities Responsibilities</u></p> <p>The responsibility for implementing the Department’s Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.</p>	
<p><u>Health & Safety Responsibilities</u></p> <p>The Post Holder is to take due account of customer care considerations and is responsible for</p>	



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ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.

Originator: Line Manager	Andri Georgiou- Antoniou	Employee:	
		Signed:	
		Date:	