



judicial clerk

Alberta

Judicial Clerks are the frontline representatives for Alberta Justice, Court Services Division. Judicial Clerks provide essential paralegal support to the judiciary, lawyers, and the general public before, during and after court proceedings. Shifting priorities between the courtroom and assisting the public and lawyers at the counter provides diversity in the type of work performed. Judicial Clerk positions must always represent the administration of the courts in a responsible and professional manner that reflects the fair and equitable delivery of justice in Alberta.

"Being a Judicial Clerk for Alberta Justice Court Services has provided me with a challenging diverse career which keeps my interest due to the variety."

Are you up for the challenge?

- Courtroom management is interesting and diverse. The Judicial Clerk is an active participant by calling court to order, swearing in witnesses, maintaining the order and dignity of the courtroom, cataloguing and securing court exhibits and creating an accurate record of court proceedings.
- It is a unique and challenging work environment – the courtroom requires quickly assessing and resolving issues as they arise.
- Deadlines and priorities change at a moment's notice, which makes every day interesting.
- A strong client focus is required in order to explain legal information and procedures to the public attending at the counter who may find the process complex and daunting.



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