

Become a court registrar

AT HORSHAM MAGISTRATES' COURT

DO YOU HAVE:

- an interest in a career in legal administration, and knowledge of the role of a bench clerk?
- a relevant qualification (VCE or equivalent)?
- customer service and/or administration experience?
- resilience and confident social skills to be able to speak publicly, communicate with respect and build rapport with court users?
- attention to detail, and the ability to work under pressure?
- the ability to maintain confidentiality, integrity and accountability at all times?
- a driver's licence?

START YOUR CAREER WITH THE MAGISTRATES' COURT OF VICTORIA



Benefits of a career as a court registrar

- ✓ salary commencing at \$53,946 (as at Dec 2020)
- ✓ full time, ongoing employment
- ✓ workplace support and professional development to complete the Trainee Court Registrar Program
- ✓ an interesting, varied career where you will gain exposure to all jurisdictions within the Magistrates' Court including criminal, civil, family violence and victims of crime matters.
- ✓ travel to other courts in the region

APPLY NOW

Step 1: Observe a bench clerk at a Magistrates' Court and/or speak to staff, and visit <https://mcv.vic.gov.au/about/careers/trainee-court-registrars> to gain an understanding of the role.

Step 2: Write a cover letter outlining your knowledge of the role and motivation for applying.

Step 3: Email your resume and cover letter to courtregistrar@courts.vic.gov.au to apply.