

Clerk of Court

Clerks of court make sure that hearings in the Scottish courts run smoothly.

They prepare the courtroom beforehand, making sure that all the materials are ready. They meet the participants – the accused, lawyers, witnesses and jurors – and see that they are in the right place at the right time and know what they are supposed to do.

The Work

You could be:

- making sure that everything is ready for the judge or sheriff – for example, paperwork, wig and gown – and remaining in court throughout the session to ensure that everything runs smoothly
- checking that everyone involved – jurors, lawyers, defendants and witnesses – are present, and dealing with any problems that arise
- introducing the sheriff or judge (in the supreme courts, carrying in the mace, a symbol of the court's authority) and starting the hearing or trial formally
- responsible for swearing in the jurors, calling the accused and witnesses to court and administering the oath (their promise to tell the truth) to them before they give evidence
- labelling items of evidence and passing them to the judge and jury, and also passing messages between the court clerk and the lawyers
- responsible for security and discipline in the public areas around the court
- looking after jurors as they discuss their verdict, ensuring their safety and privacy and sometimes arranging overnight accommodation for them
- taking brief minutes of court proceedings
- carrying out other general duties like photocopying, processing mail, filing and data inputting or covering reception.

Pay

The figures below are only a guide. Actual pay rates vary, depending on:

- where you work
- the size of the organisation you work for
- the demand for the job.

The starting salary for a clerk of court working for the Scottish Courts and Tribunals Service is currently £19,350 to £21,315 rising to £22,202 - £27,422 a year.

Conditions

- You usually work normal hours Monday to Friday in an office or in court.
- There might be some paid overtime in the early morning or evening.
- Part time work is possible.

- You might have to travel between courts.
- You might have to spend occasional nights away from home.
- You would wear a gown in court.

Getting In

- In Scotland all clerks of court are civil servants.
- There are strict nationality and residency requirements.
- There are no formal entry qualifications, but applicants must pass a suitability test.
- You must be over 16 in Scotland – most entrants are a lot older.
- A background involving dealing with the public and difficult situations such as in the police or armed forces is useful.
- A driving licence is useful.
- You will require a satisfactory criminal record check from Disclosure Scotland to show that you are suitable for this type of work. Contact Disclosure Scotland for details on the type you would need.

What Does It Take

You need to have:

- a confident manner
- a clear speaking voice, capable of being heard throughout the courtroom
- patience
- excellent written and spoken communication skills
- respect for confidentiality
- good organisational skills
- good judgement.

You need to be able to:

- handle difficult situations and maintain order
- calm and reassure witnesses
- prioritise your workload and work to deadlines.

Training

- Training is mainly on the job and will cover court procedure, court behaviour and the roles and responsibilities of the various participants in the legal process.
- You can also do short specialist courses on, for example, security issues.
- After achieving SVQ Court Operations at SCQF Level 5 or 6, you can progress to SVQ Managing Courts at SCQF Level 9.

Getting On

You could become a court support manager, supervising a team of officers.

More Information

In English and Welsh courts the name of this job is court usher.

Contacts

Disclosure Scotland

Tel: 03000 2000 40

Email: info@disclosurescotland.gov.scot

Website: www.mygov.scot/organisations/disclosure-scotland

Twitter: @DisclosureScot

Scottish Courts and Tribunals Service

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Email: enquiries@scotcourts.gov.uk

Website: www.scotcourts.gov.uk

Twitter: @SCTScourtstrib

Skills for Justice

Tel: 0117 922 1155

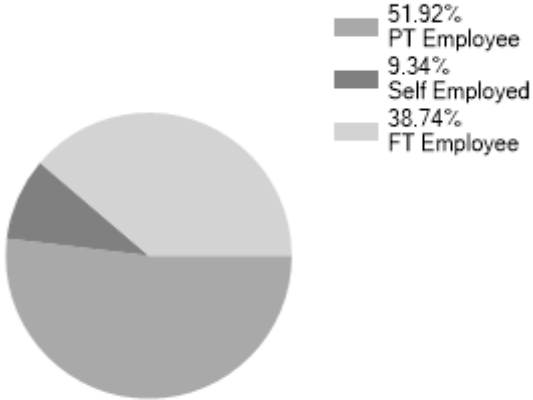
Website: www.sfjuk.com

Twitter: @Skills_Justice

Facebook: www.facebook.com/skillsforjustice

Statistics

Employment Status UK %



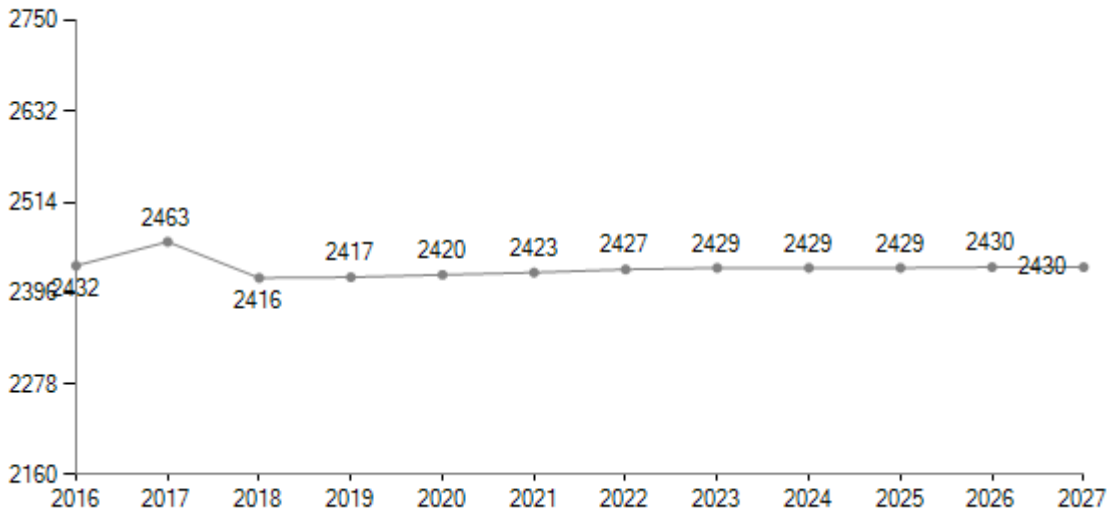
Past Unemployment - Scotland

Date	Unemployed
Dec 2016	1.02%
Dec 2018	0.33%
Mar 2019	0.45%

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LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



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