

# Clerk of Court

ANZSCO: 599211

Group D

## About this document

- › The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- › Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- › The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- › Integrity checks may be conducted to verify the qualification and employment claims made in an application.

## Job description

A Clerk of Court administers court registry services and performs administrative functions in support of Judges and Magistrates.












## Clerk of Court is a VETASSESS Group D occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Certificate III or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.

# Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1– 4):

GROUP D	Criteria for a positive Skills Assessment				
Post-qualification Pathways					
	Minimum comparable Certificate III or IV or higher AQF level	With highly relevant major field of study	Highly relevant employment duration*		
1	 Minimum AQF Certificate IV	+		+	
2	 Minimum AQF Certificate IV	+	No highly relevant major	+	
3	 Minimum AQF Certificate III	+		+	
Pre-qualification Pathway					
	Highly Relevant employment duration*		Minimum comparable Certificate IV AQF level		
4	 +  Within last 5 years	+	With or without highly relevant major field of study	+	

\* Highly relevant paid employment duration (20 hours or more per week)

**Pathways 1–3**  
 minimum years of post-qualification employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

**Pathway 4**  
 minimum 4 years of relevant employment required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

## Qualification

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate III or higher and in a field highly relevant to the nominated occupation

Highly relevant major fields of study include:

- › Law
- › Legal Services
- › Legal Practice
- › Legal Studies
- › Justice
- › Crime and Justice Studies
- › Paralegal Studies.

## Employment Tasks

Tasks may include, but not limited to:

- › Listing actions for hearing and processing documentation for court actions
- › Documenting details of court proceedings, actions and decisions.



## Contact us

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