

DUTY STATEMENT FOR JUDGES' ASSOCIATES

1.3 Duty Statement for Judges' Associates

Adopted by the Judges 11 February 1999

Amended by the Judges 13 June 2000

Amended by the Judges 11 August 2009

Amended by the Judges on 10 August 2010

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Introduction

1. Judges experience demands and restrictions peculiar to their office. These include:
 - (a) the need to project an appropriate public image in Court and elsewhere;
 - (b) some restriction of contact with the Government, the legal profession, the press and the public;
 - (c) responsibility for the disposition of difficult matters, sometimes on short notice;
 - (d) threats to personal and family security;
 - (e) decision-making having serious, often permanent and, occasionally, unpopular consequences; and
 - (f) irregular and sometimes extended working hours.
2. Each Judge needs as an assistant a person who understands those aspects of judicial life and has the personality and skill necessary to anticipate problems and to avoid or solve them, quickly and discreetly.
3. The work of the courts may expose Associates to confronting and disturbing material including distressing and offensive content.

Role

4. The Associate is responsible exclusively to the Judge. The role of the Associate is to act as a personal and confidential aide to the Judge, in and out of Court, in connection with the Judge's concerns.
5. Major aspects of the Associate's role are:
 - (a) liaison with Court staff, the legal profession, government departments, the press and the public;
 - (b) the effective and efficient conduct of the Judge's court. This includes ensuring availability of facilities, staff and reference books, the listing of matters, recording

- and safe custody of exhibits, custody of court files, attending the Judge in court and recording orders made;
- (c) other formal duties in court such as –
 - (i) in criminal proceedings, arraignments, swearing-in of jury keepers and taking verdicts; and
 - (ii) in chambers, maintaining records of the proceedings;
 - (d) the efficient conduct of the Judge's chambers, including attending to correspondence, as required by the Judge;
 - (e) accompanying the judge when travelling on court business;
 - (f) research at the direction of the Judge;
 - (g) aspects of security;
 - (h) attending to other duties as directed by the Judge from time to time; and
 - (i) availability at irregular times and for extended periods as necessary.

Qualities

An Associate will usually possess the following qualities:

- (a) education and personal maturity sufficient to enable the Associate to converse confidently with persons occupying high office in professional and social settings;
- (b) good communication skills, including an ability to write clear and correct English;
- (c) discretion, confidentiality, tact, initiative and reliability;
- (d) resilience and the ability to cope with work in confronting and challenging circumstances;
- (e) dignity in public, including a capacity to participate effectively in the formal court process;
- (f) a willingness to accept that the obligations of the position must always take precedence over personal commitments and to work irregular and extended hours;
- (g) an enthusiasm for the whole job, including such things as assisting at court social functions;
- (h) an interest in the administration of law; and
- (i) attitudes and a personality which enable the Associate to work harmoniously with the Judge.

Educational Qualifications

Save in exceptional circumstances, an Associate must have completed a law degree at the time of commencing duties.