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## ERRATUM

### AMENDMENT OF DUTIES

REFERENCE NUMBER : 2019/507/OCJ  
POST : ADMINISTRATION CLERK (CRT)  
CENTRE : GAUTENG LABOUR AND LABOUR APPEALS COURT:  
JOHANNESBURG (1 POST). The successful candidate will be expected to support the Labour and Labour Appeals sitting in Polokwane.  
Closing date : 31 MAY 2019

#### Amended Duties as follows;

Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters ; Act as a liaison between judges and legal practitioners ; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings ; Prepare and send case to transcribers for appeal and review purposes ; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public ; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

Apologies for any inconvenience caused.

**CHIEF DIRECTORATE HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT**

