

司法機構政務處的工作人員
OUR STAFF IN THE
JUDICIARY
ADMINISTRATION



支援人員重點簡介

執達主任

法庭命令組負責執行法庭的判決及命令，以及送達法律程序文件等。目前，我們共有 36 位法庭執達主任和 47 位執達主任助理。自 2002 年 7 月份起，執達主任職系實施了工作專責制度，而執達主任助理亦在 2001 年開始配備手提電腦設備，因此，雖然案件量有所增加，但執行判決及送達傳票的輪候時間仍能大大縮減。

法庭語文組

法庭語文組共有 191 位法庭傳譯主任，他們在各級法院的法律程序中為操不同語言的訴訟人提供傳譯服務，清除法庭與訴訟當事人之間的語言障礙，在法庭上擔當重要的角色。

法庭傳譯主任主要負責法庭上英語、粵語及普通話的傳譯工作。此外，法庭語文組還有 425 位兼職傳譯員，可為操不同中國方言或外國語言的法庭使用者提供服務。

同時，法庭語文組也負責翻譯及鑑證法庭文件，以及翻譯判決書等工作。



法庭傳譯主任在法庭聆訊中提供傳譯服務
Court interpreter provides interpretation service in court hearing

我們一直都十分重視同事的培訓。2002 年，我們除了安排法庭傳譯主任職系的同事參加在本地定期舉行的課程及研討會外，還選派 15 位同事分別到北京或英國參加語文講座或語文課程。



終審法院首席法官頒授四十年長期及優良服務獎狀予總司法行政主任何冠英先生
The Chief Justice presents the 40 Years' Long and Meritorious Service Certificate to Mr David Ho, Chief Judiciary Executive

HIGHLIGHTS OF OUR SUPPORT STAFF

Bailiffs

Enforcement of judgments and court orders, and service of court process are the responsibilities of the Court Orders Section. Currently, there are 36 Bailiffs and 47 Bailiff's Assistants. As a result of implementation of a docket system on task assignment for Bailiffs implemented since July 2002, and provision of mobile computing devices provided to Bailiff's Assistants in 2001, significant improvements in shortening the waiting time for executing judgments and serving summons have been achieved despite increases in caseload.

Court Interpreters

The 191-strong Court Language Section provides interpretation service in court proceedings. Court interpreters are deployed to courts at all levels, where they interpret for parties who speak different languages. Their service is vital in removing the language barrier between the court and parties to litigation.

法庭速記主任

由於我們已在各級法院推出數碼錄音和謄本製作服務，故此，法庭速記主任的工作和職責需予檢討。此外，隨著由員工組成的工作改善小組的設立，數碼錄音和謄本製作服務的外發管理程序亦得到精簡改善。為了做好準備迎接司法機構政務處各樣新的工作，法庭速記主任職系的同事參加了管理、技術和個人發展各方面的培訓。至於已經調派到其他組別的同事亦很快適應新的工作環境，在新的崗位上作出重大貢獻。

Apart from providing regular court interpretation service in English, Cantonese and Putonghua, the Court Language Section's service is also strengthened by a pool of 425 part-time interpreters who can speak various Chinese dialects and foreign languages.

Translation and certification of court documents, as well as translation of judgments are also under the purview of the Court Language Section.

Much emphasis has been put on staff training. In 2002, in addition to regular local

courses and seminars, 15 officers were sent to Beijing and the UK for language courses or symposiums.

Court Reporters

The introduction of the Digital Audio Recording and Transcription Services (DARTS) at all levels of

courts necessitates a review on the role and responsibilities of Court Reporters. As a result of a Work Improvement Team set up among staff, the work procedure engaged in contract management of the DARTS has been streamlined. Officers in the grade have also received training in managerial, technical and personal growth aspects to prepare themselves for new roles in the Judiciary Administration. Those staff who have been deployed to other sections have been adapting well to the new working environment and making remarkable contributions.



管理人員出外探訪：(左圖) 法庭總傳譯主任陳培嬌女士(左一)探訪管理參事組；以及(右圖) 高等法院書記主任李運求先生(左二)探訪沙田裁判法院
Management Outreach Visits: (left photo) Miss P K Chan, Chief Court Interpreter (first left), visits the Management Review Section; and (right photo) Mr W K Lee, Clerk of Court (second left), visits Shatin Magistrates' Courts

司法書記

司法書記職系在編制上共有 204 人，他們在法庭及法院登記處為法官及法庭使用者提供支援，處理法庭的日常運作事宜，確保一切事務都依照法庭實務指示及程序規則辦理。

在法庭和內庭工作的司法書記主要向法官提供支援服務。他們要處理庭上的事務，包括宣讀控罪、抽選陪審員、記錄裁決及擬備法律程序紀錄等；亦為法庭使用者做好聆訊前的預備和聆訊後的跟進工作，如安排傳譯服務、發出通知書、整理論據大綱、批核法庭命令、擬備刑事上訴文件檔及校對判決書等。

在法院登記處服務的司法書記工作範圍相當廣泛，包括收納及將法庭文件存檔、處理單方面提出的申請及因欠缺行動而作出的判決、為案件排期、以及評定暫定訟費單，整理紀錄等等。

勞資審裁處調查主任

根據香港法例第25章《勞資審裁處條例》第14條，勞資審裁處調查主任有權會見有關申索的各方當事人，向他們錄取陳述書，有必要的話，可查視有關的處所及帳目簿冊等，然後擬寫簡報，以供審裁官作斷案參考之用。在適當情況下，他們也會協助訴訟各方達成和解協議。



終審法院首席法官與獲頒長期及優良服務獎狀和退休紀念品的司法機構職員
The Chief Justice with the Judiciary staff who are presented Long and Meritorious Service Certificates and retirement souvenirs

Judicial Clerks

The Judicial Clerks Grade has an establishment of 204 officers. They deliver court support and registry services to judges and court users. They attend to court business and ensure smooth operation in accordance with the court practice and procedures.

Judicial Clerks working in court rooms and judges' chambers provide support service to judges. They attend to proceedings, take pleas, empanel jurors, take verdict and minutes of proceedings. They also attend to the preparatory and follow-up actions of all court cases such as arranging interpretation services, issuing notices, marshalling skeleton arguments, approving court orders, preparing criminal appeal bundles and proof-reading judgments.

Judicial Clerks working in court registries perform a wide range of duties which include accepting court documents for filing, processing ex-parte applications and default judgments, listing cases for hearing, taxing provisional bills of management of records.

Tribunal Officers

Tribunal Officers of the Labour Tribunal are empowered by section 14 of the Labour Tribunal Ordinance (Cap. 25) to interview parties concerned in claims filed with the Tribunal. They may record statements from the parties and, where necessary, inspect premises and accounts books. A summary will then be prepared for the purpose of adjudication by the Presiding Officers. Should circumstances so warrant, they may also assist the parties concerned to come into settlement.

一般職系和其他部門職系的人員

司法機構約有1 000名一般職系的人員，分別在不同的部門及組別工作。他們包括政務主任、行政主任、新聞主任、圖書館館長、管理參議主任、庫務會計師、會計主任、系統分析/程序編製主任、統計主任、社會工作主任、文書主任和秘書服務人員等。



員工一起學習
Staff learn together

司法機構的政務主任在制訂政策及法庭運作事宜上擔任領導的角色。行政主任負責人力及財務資源的發展和管理、辦公室和產業管理的協調工作，並為司法培訓、法庭使用者委員會及其他各個工作小組提供秘書服務，以及處理查詢及投訴等事宜。

文書人員和秘書服務人員提供多方面的支援服務，包括一般行政、會計、人事、市民查詢、圖書館服務及判決書的打字工作等。他們有些會擔任法庭書記的職務，也會在法院登記處處理法庭的文件。

其他專業職系的同事承擔財務管理、效率檢討、資訊科技、家事調解、公共關係及圖書館工作等，為司法機構及法庭使用者提供專業的協助。

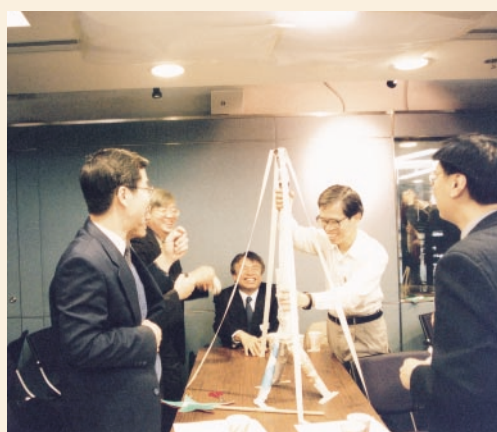
General and Other Departmental Grades Officers

There are some 1 000 general grades officers working in various divisions/sections of the Judiciary. They are Administrative Officers, Executive Officers, Information Officers, Librarians, Management Services Officers, Treasury Accountants, Accounting Officers, Analysts/Programmers, Statistical Officers, Social Work Officers, Clerical Officers and Secretarial staff.

Administrative Officers in the Judiciary assume leadership roles in policy development and court operation. Executive Officers develop and manage human and financial resources, coordinate office administration and accommodation matters, provide secretariat support to judicial training, court users' committees and various working groups, and handle enquiries/complaints.

Clerical and secretarial staff provide support services including general administration, accounting, personnel, enquiry counters, library service and typing of judgments. Some of them assume the role of court clerks and handle court documents in registries.

Other professional grades staff undertake professional work on financial management, efficiency reviews, information technology, family mediation, public relations and library services.



卓越服務(管理工具)會議
Conference on Tools employed in Striving for Service Excellence

人才培訓

支援人員的培訓工作，由司法機構支援人員培訓委員會統籌。委員會根據策略性培訓計劃，編定了2002至2003年度的培訓活動，目的是提升各級人員的技術能力和管理技巧，擴大他們個人的成長空間，協助他們實踐司法機構政務處的使命。

在各項人力資源培訓中，技能培訓是非常重要的。我們除了為新入職的同事舉辦入職訓練課程外，還籌辦了多個講座及課程，內容涵蓋法律知識、司法文書、翻譯及傳譯技巧、法律程序及常規、排解糾紛、調解的技巧、電腦知識及管理技巧等多個範疇。2002年1月至9月期間，我們為各級人員籌辦了約共220個此類研討會及課程，讓各級人員有機會自我增值。

DEVELOPMENT AND TRAINING

Training and development activities for our support staff are coordinated by the Judiciary Support Staff Training Committee. Pursuant to the Strategic Training Plan, a staff training and development plan for 2002-03 has been drawn up to ensure that staff at various levels have the technical competence, management attributes and personal growth opportunities to attain the mission of the Judiciary Administration.

Technical competency constitutes a very important component of training and development. In addition to induction courses for newly recruited staff, seminars and courses on legal knowledge, legal writing, translation and interpretation skills, legal proceedings and practices, conflict resolution, mediation skills, computer knowledge and management skills have been organised. For the first nine months of 2002, some 220 such courses and seminars were run for various grades of staff.

For personal development, a self-exploration programme was launched and 165 staff at senior and middle management levels attended workshops on Myers-Briggs Type Indicator and Belbin's Team Role Analysis. These workshops provided the participants with a better understanding of their personal

為了協助同事就個人發展做好準備，我們推出了發掘自我潛能的計劃，共有165位高中層管理人員參加了Myers-Briggs性格類型指標工作坊及Belbin's團隊角色分析工作坊。這些工作坊使同事加深瞭解他們的個人工作風格，以及在團隊中所扮演的角色。此外，我們亦為57位組別主管及中層管理人員籌辦個人突破計劃，讓他們在富冒險性的活動中發掘自己的潛能，發揮團隊精神。



卓越服務(團隊協作)工作坊
Workshop on Achieving Service Excellence Through Team Approach

我們又為200位中層管理人員舉辦了兩個「卓越服務(管理工具)」會議及兩個「卓越服務(團隊協作)」工作坊，使他們能夠掌握制訂決策及解決問題的技巧，以應付在日常工作中所遇到的問題。

styles individually as well as collectively as a team. A Personal Breakthrough Programme was also provided to 57 section heads and middle managers, enabling them to discover their untapped potential and foster team spirit through adventurous experiential learning.

Two conferences on "Tools employed in Striving for Service Excellence" and two workshops on "Achieving Team Excellence Through Team Approach" were held for 200 middle managers to equip them with problem solving and decision making techniques to deal with problems arising from their daily work.

KNOWLEDGE MANAGEMENT

A knowledge management programme, which aims to establish best practices and retaining professional expertise has been launched. Experience sharing sessions are organised by individual grades of staff regularly to raise the awareness of staff and promote the sharing of knowledge. In addition, general topics like ISO 9001 accreditation, Balanced Scorecard, Core Competencies and Performance Management were also discussed in seminar style sessions.

知識管理

我們推出了知識管理計劃，目的是確立一套良好的制度，讓同事將獲得的專業知識流傳分享。為了提高同事在這方面的意識，鼓勵同事互相交流經驗，個別職系的同事定期舉辦經驗分享會。此外，我們亦曾舉辦座談式的研討會，內容涵蓋一些大家都關注的課題，例如ISO 9001認證、平衡計分卡的實際應用、如何推行關鍵才能制度及工作表現管理計劃等等。

激勵和嘉許

在同事個人發展方面，我們適當地委派任務和下放權力，對有良好工作表現的同事加以讚賞，對所有同事都表示關心和尊重，讓同事在工作上獲得滿足感。

在組織架構方面，我們推出了多項計劃，包括鼓勵同事就改善運作效率方面提出建議，獎勵有突出表現的個別員工和團隊，又嘉許有良好表現的同事。

司法機構政務處參加了由公務員事務局發起的團隊為本表現獎賞試驗計劃，參與的七個運作單位本著創新求進及團隊精神，為其提供的服務訂立了量化的成效指標，並制定重大的改善方案。透過這個計劃，各團隊都以不斷改進服務為目標，將他們的經驗與其他運作單位的同事分享，協助其他同事培養積極進取的工作態度。

MOTIVATION AND RECOGNITION

At the individual level, job satisfaction for our staff is enhanced through delegation and empowerment, offering due recognition for good work, and showing care and respect for all.

At the organisational level, a number of schemes have been introduced to encourage staff to give suggestions on improving efficiency of our operations, to award individuals and teams for outstanding services, and to give recognition to good performance.



司法機構政務處傑出僱員/小組獎暨司法機構員工建議書計劃獎頒獎典禮
Presentation Ceremony of Judiciary Administration Outstanding Employee/Team Award Cum Judiciary Staff Suggestions Scheme Award

The Judiciary Administration took part in the pilot Team-based Performance Reward Scheme promoted by the Civil Service Bureau. Through creativity and teamwork, seven operational units set quantifiable performance indicators with significant improvement plans. Through participating in the scheme, the teams conducted continuous improvements in their work, shared their experience with other operational units, and helped cultivate positive behavioural changes in other colleagues.

加強溝通

管方一方面要使同事認識部門的使命和信念，策略和計劃，同時也必須理解他們在日常工作上所面對的壓力和困難。為此，我們設立了多種渠道，鼓勵司法機構政務處的同事多作溝通。這些渠道包括：

- 首長級人員體驗前線工作
- 司法機構政務長親善訪問
- 管理人員出外探訪
- 員工通訊
- 員工網站
- 協商委員會
- 工作改善小組
- 答問大會

康樂活動

員工康樂組過去一年為同事舉辦了各種體育活動，並鼓勵同事參加香港公開室內划艇比賽、愉景灣龍舟競渡、香港划艇錦標比賽及毅行者2002等，成績驕人。

為了使同事在工作與生活方面取得平衡，我們於2002年4月在東平洲舉行戶外活動，參加者共有336人，包括法官、支援人員及家屬等。2002年11月，我們又舉辦遠足活動，目的地是馬屎洲古岩層，還探



司法機構員工與家眷參加馬屎洲旅行
Staff and their families join a picnic to Ma Shi Chau Special Area

訪了鸚鵡天地庫及磨菇養殖場，是次活動一共有517位同事及家屬參加。

COMMUNICATION

It is important that the mission, core values, strategies and plans are communicated to staff, while the pressure and problems that they face in their daily work are appreciated by management. To this end, various channels have been established to encourage communication within the Judiciary Administration. These include:

- Directorate to the Frontline
- JA Meets-the-Staff
- Management Outreach Visits
- Staff Newsletters
- Electronic Staff Link
- Consultative Committees
- Work Improvement Teams
- Q & A Sessions

SOCIAL ACTIVITIES

The Staff Recreation and Sports Club organised various sports activities in the year and took part in competitions including the Hong Kong Open Indoor Rowing Championships, Dragon Boat Race at Discovery Bay, Hong Kong Rowing Championships and Trail Walker 2002, with encouraging results achieved.

To promote a balanced work life, 336 judges, support staff and their families enjoyed an outing to Tung Ping Chau in April 2002. Another hiking to Ma Shi Chau Special Area including visit to the Parrot and Mushroom Farms was held in November 2002 for the enjoyment of 517 staff members and families.