

執達主任及執達主任助理職系

Bailiff and Bailiff's Assistant Grades



主要職責 Main Duties

總執達主任

(總薪級表第34 - 39點) (\$82,330 - \$97,575)

- 帶領執達事務組實現機構的整體目標，並監督和管理各區執達主任辦事處
- 負責執達事務組的職系管理、制定發展計劃、政策及運作程序，以及監督培訓及科技應用事宜

Chief Bailiff

(MPS Pt. 34 - 39) (\$82,330 - \$97,575)

- Lead the Bailiff Section in pursuing organisational objectives and oversee the management of regional Bailiff Offices
- Responsible for grade management, formulation of development plans, policies, operational procedures, and training and technology applications

助理總執達主任

(總薪級表第29 - 33點) (\$67,850 - \$81,510)

- 管理各區執達主任辦事處並監督其運作
- 協助處理職系管理及發展、合約管理、資訊科技發展和培訓事宜
- 就執行法院命令與相關政府部門聯絡，以及帶領處理較為棘手的執行個案

Assistant Chief Bailiff

(MPS Pt. 29 - 33) (\$67,850 - \$81,510)

- Manage the regional Bailiff Offices and oversee their operations
- Assist in grade management and development, contract management, information technology development and training matters
- Liaise with relevant government departments in connection with execution of court orders, and lead difficult execution cases

高級執達主任

(總薪級表第22 - 28點) (\$49,230 - \$64,780)

- 負責各區執達主任辦事處的行政、執行及送達工作
- 督導和統籌執達主任及執達主任助理的工作，包括分配每日工作及部署人手安排
- 巡查外勤工作和監督較為複雜或具敏感性的執行個案

Senior Bailiff

(MPS Pt. 22 - 28) (\$49,230 - \$64,780)

- Responsible for the administration, execution and service work of regional Bailiff Offices
- Supervise and coordinate the work of Bailiffs and Bailiff's Assistants, including daily assignments and deployment arrangements
- Conduct supervisory checks on field operations and supervise difficult/sensitive execution cases

執達主任

(總薪級表第13 - 21點) (\$31,795 - \$47,010)

- 執行法庭的命令和判決，主要包括管有令狀、扣押債務人財產令狀和財物扣押令
- 執達主任獲授權扣押價值相等於判定債項加上執行費用的財物和資產，亦有權收回土地/處所

Bailiff

(MPS Pt. 13 - 21) (\$31,795 - \$47,010)

- Execute court orders and judgments, mainly including Writs of Possession, Writs of Fieri Facias and Warrants of Distress
- Bailiffs are authorised to seize goods and chattels at a value equivalent to the judgment debts plus the incidental expenses of the execution, as well as to repossess land/premises

執達主任助理

(總薪級表第3 - 12點) (\$17,200 - \$29,995)

- 按照法院及審裁處或訴訟人士的要求送達傳訊令狀 / 傳票、申索書及其他法庭文件
- 協助執達主任執行各類手令及令狀

Bailiff's Assistant

(MPS Pt. 3 - 12) (\$17,200 - \$29,995)

- Serve Writs of Summons / Summonses, claims and any other court documents as required by courts and tribunals or as requested by a person who is party to litigation
- Assist Bailiffs in the execution of various kinds of warrants and writs

以上薪酬資料只供參考，如有更改，則以公務員事務局網頁資料為準。

The above salary information is for reference only. For any updates, the information on the Civil Service Bureau website shall prevail.

欲了解我們的職系，
請掃描二維碼
Scan to learn more
about our grades



職系架構 Grade Structure

