

主要職責 Main Duties

主任司法書記

(總薪級表第45 - 49點) (\$127,700 - \$147,125)

- 監督各級法院 / 審裁處 / 登記處 / 辦事處的法庭支援服務及運作管理
- 監督司法書記職系的管理及培訓事宜
- 監察科技在各級法院及審裁處的應用情況

Principal Judicial Clerk

(MPS Pt. 45 - 49) (\$127,700 - \$147,125)

- Oversee the court support and operational management of courts / tribunals / registries / offices
- Oversee the management and training matters of the Grade
- Monitor the application of technology in different courts and tribunals

總司法書記

(總薪級表第40 - 44點) (\$101,775 - \$119,650)

- 擔任所屬法院 / 審裁處 / 登記處 / 辦事處的主管
- 監督所屬法院 / 審裁處 / 登記處 / 辦事處的法庭支援服務及運作管理
- 協助法官及司法人員在所屬法院 / 審裁處 / 辦事處執行法定 / 行政職責及 / 或司法職務
- 推進應用科技的措施

Chief Judicial Clerk

(MPS Pt. 40 - 44) (\$101,775 - \$119,650)

- Act as Officer-in-charge of respective courts / tribunals / registries / offices
- Oversee the court support services and operational management of respective courts / tribunals / registries / offices
- Support Judges and Judicial Officers in carrying out statutory / administrative duties and / or judicial functions in the respective courts / tribunals / offices
- Take charge of the implementation of technology initiatives

高級一等司法書記

(總薪級表第34 - 39點) (\$82,330 - \$97,575)

- 支援所屬法院 / 審裁處 / 登記處 / 辦事處的法庭運作及行政工作
- 處理複雜的申請 (包括授予擔)
- 統籌項目和科技措施的發展和實施
- 收集及分析數據, 以編製統計報告
- 執行調解相關職務

Senior Judicial Clerk I

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

- Support court operation and administration in respective courts / tribunals / registries / offices
- Process complicated applications (including applications for Grants)
- Co-ordinate the development and implementation of project and technology initiatives
- Collect and analyse figures for compiling statistical reports
- Perform mediation-related duties

高級二等司法書記

(總薪級表第27 - 33點) (\$61,865 - \$81,510)

- 協助支援所屬法院 / 審裁處 / 登記處 / 辦事處的法庭運作及行政工作
- 於勞資審裁處 / 小額錢債審裁處擔任調查主任
- 協助項目和科技措施的發展和實施
- 執行調解相關職務

Senior Judicial Clerk II

(MPS Pt. 27 - 33) (\$61,865 - \$81,510)

- Assist in supporting court operation and administration in respective courts / tribunals / registries / offices
- Serve as Tribunal Officer in the Labour Tribunal / Small Claims Tribunal
- Assist in the development and implementation of project and technology initiatives
- Perform mediation-related duties

司法書記

(總薪級表第8 - 26點) (\$23,585 - \$59,110)

- 擔任法官或司法人員的書記
- 為法庭運作及登記處提供支援服務 (處理各類申請-回應公眾查詢等)
- 協助項目發展 / 科技的措施

Judicial Clerk

(MPS Pt. 8 - 26) (\$23,585 - \$59,110)

- Serve as Clerks to Judges or Judicial Officers
- Provide support services in court operations and registries (process various applications, handle public enquiries, etc.)
- Assist in project development / technology initiatives

以上薪酬資料僅供參考。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.

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職系架構 Grade Structure

