



COURT CLERKS AND RELATED COURT SERVICES OCCUPATIONS

NOC 14103

Perform administrative, security, and other support functions for courts of law such as scheduling trials, calling court to order, maintaining exhibits, maintaining records, and working with law enforcement.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

12

MEDIAN HOURLY WAGE

\$34.04

TYPICALLY REQUIRED



High school / on-the-job training

EMPLOYED

64

AVERAGE SALARY

\$66,000

The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.



EMPLOYMENT BY INDUSTRY

100.0%	Public administration
N/A	N/A
N/A	N/A
N/A	All Other Industries

EMPLOYMENT BY AGE

0.0%	15-24
0.0%	25-34
0.0%	35-44
0.0%	45-54
0.0%	55-64
0.0%	65+

ALSO KNOWN AS

- Court Administrator
- Court Clerk
- Court Clerk Supervisor
- Court Clerk-Crier
- Court Officer
- Criminal Court Clerk

MAIN DUTIES:

- This group performs some or all of the following duties:
- Call courts of law to order, read charges, take pleas from defendants, swear in witnesses and perform other clerical functions in the courtrooms
 - Prepare court files, court dockets and other documents
 - Stock courtrooms with necessary materials before trials
 - Escort the judge to the courtro
 - Coordinate administrative services and establish work priorities for court staff
 - Supervise court clerks and other court services occupations.



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