

Position: Court Records Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 162	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Court Records Assistant reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To receive, process, and disseminate court records, including physical records;
- To ensure the availability and integrity of the court records in accordance with the established rules, practices and procedures;
- To request and process translations of court records in accordance with the established policy and procedures;
- In consultation with the Court Officer, to maintain the organization of the files of judicial proceedings, as assigned to them;
- To manage the metadata and records in the electronic court management system in accordance with the established procedures;
- To support the Record Keeper with translation requests management duties;
- In consultation with the Court Officer, coordinate with and respond to queries of Chambers, parties and/or other Registry sections for information in relation to the processing of court records and where applicable translation requests;
- To keep abreast of new or amended relevant rules and regulations;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
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- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Minimum two (2) years of experience working in a similar position in an international organization or international court or hybrid or national court;
- Knowledge of policies, procedures and practices related to the management of judicial records and/or translation request management;
- Excellent communication skills in English, both written and oral;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint) and Adobe or similar software;
- Ability to prioritize and manage a high workload on occasions;
- Absolute tact and discretion;
- Ability to work efficiently and independently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds with respect for diversity;

- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the Albanian and/or Serbian language is an asset.