

Hertfordshire County Council Job Outline



JOB TITLE: Coroners Court Clerk
GRADE: H5
REPORTS TO: Head of Coroner Service
TEAM: Democratic & Statutory Services
DEPARTMENT: Resources

Purpose of the Job

To work as part of the team to represent the interests of HM Coroner for Hertfordshire by providing overall organisation and ushering of inquest days including support for the families, witnesses and jurors and liaison with interested parties and the press in accordance with the Coroners and Justice Act 2009.

Main Areas of Responsibility

- To work as part of the team to co-ordinate and act as liaison between the Coroner, Coroner's Officers, Court Support Service Volunteers, the bereaved and all properly interested persons before, during and after Inquest
- The overall organisation of the inquest day, ensuring accurate and appropriate records are kept
- To attend pre-inquest reviews and ensure accurate and appropriate records are kept
- The organisation and support of the family / friends all witnesses and jurors and the organisation and protection of the jury
- To present information at Inquest as required such as reading witness statements as appropriate on opening of Inquests and to provide clerical support to the Senior/Assistant Coroner in the courtroom
- Ensure the appropriate recording of proceedings, swearing in of witnesses and juries and maintaining evidence
- Reception duties during jury inquests and complex cases and liaison with the press in attendance and interested parties
- To cover other administration duties should they be required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- High levels of literacy and numeracy skills
- Good timekeeping skills are essential
- A Coroner's Court Clerk must promote an air of authority at all times whilst being empathetic, calm and displaying an even temperament
- Good communication and organisational skills are essential especially when dealing with different levels of requirement when disclosing information e.g. when dealing with the press and families.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).