



Standing at the apex of what is widely acknowledged as one of the most effective and efficient court systems, the Supreme Court's mission is to lead the effective administration of justice with fairness, impartiality and ensuring access to justice for all. We seek to inspire public trust through an effective and responsive justice system.

At the Supreme Court, our push for service excellence centres on raising service quality through learning and innovation while encouraging respect, trust and teamwork amongst fellow colleagues.

A career at the Supreme Court will enable you to contribute and enhance the administration of justice in Singapore. We value your contribution and creativity in our workplace.

We welcome you to join our team as:

SECRETARY

You will be expected to:

- Provide administrative assistance and secretarial support to our Deputy Registrar
- Transcribe judgments, minutes, notes of evidence and correspondence;
- Draft minutes and attend to correspondence;
- Assist in the smooth conduct of chamber hearings;
- Manage the documentation process including preparation of court documents;
- Assist in any work-related logistical planning and arrangements; and
- Perform the full range of secretarial functions and any other duties assigned.

Requirements:

- About 5 years of relevant working experience.
- IT savvy and proficient in Microsoft Office Word and Excel
- Must be able to write well
- Good communication and interpersonal skills
- Well organised and meticulous
- Able to work under pressure and independently in a fast-paced environment
- Experience in using E-Litigation system will be an advantage

The details of this position are also available in the Singapore Public Service Job Portal at www.careers.gov.sg. If you have what it takes to excel in this role, send us your application form which is available at www.supremecourt.gov.sg together with your relevant certificates by **24 March 2019** to:

Supreme Court
HR Department
Corporate Services Directorate,
1 Supreme Court Lane, Singapore 178879

Only short-listed candidates will be notified. Thank you for your interest in this position and in the Supreme Court.