



The Family Justice Courts were established in 2014 by Parliament to bring together all family-related work under a specialised body of courts so as to address the needs of families and youths in distress by framing disputes from their perspectives and in a non-adversarial manner.

The mission of the Family Justice Courts is to make justice accessible to families and youth through effective counselling, mediation and adjudication.

A career at the Family Justice Courts will enable you to contribute meaningfully to our vision and mission. Come join us to make a difference:

SENIOR EXECUTIVE, FAMILY DISPUTE RESOLUTION

The successful candidate will assist in the operations of the Maintenance Mediation Chambers Registry within the Family Justice Courts and will be subject to job rotation across Registries for operational requirements and exposure.

The key responsibilities / duties are:

- provide end to end administrative support for cases that come through Registry (i.e. file movement and arrangement, retrieval of correspondence, classification of new and existing cases for follow up), including administrative support to the mediators;
- provide customer service at the Registry in a timely, efficient and professional manner and co-ordinate efforts of the different sections to facilitate a seamless delivery of quality service to the court users;
- monitor incoming documents/faxes/letters/emails received and route them to respective Judicial Officers/ departments for follow up;
- liaise with internal/external parties where necessary to cross-check and ensure accuracy of reported data;
- handle day to day system requests and enquiries received from government agencies/litigants/members of the public;
- update and maintain documents, databases and systems accurately and timely (e.g. file classification, mail directives);
- recommend and oversee arrangements for timeline transfer, archival, destruction of files and records based on space, regulatory and work requirements;
- provide suggestions to improve existing workflows and documents/update SOPs within a specific Registry;
- conduct relevant analysis and assessment of information to prepare preliminary reports and submissions; and
- any other duties as assigned.

Requirements:

- Able to work independently and as a team
- Able to interact effectively with members of the public and external stakeholders
- Able to interact across all levels within the organisation

Interested applicants can apply through the Singapore Public Service Job Portal at www.careers.gov.sg. Alternatively, please complete and submit the Public Service application form which is available at www.supremecourt.gov.sg together with your relevant certificates by **16 May 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 Family Justice Courts.