

Court Liaison Officer

District/Department	Criminal Justice Department	Rank/Grade	Band B
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Role purpose:	Provide administrative support associated with case files at Magistrates and Crown Court.
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Summary of Main Duties:

Court management; interrogation of LIBRA for other matters/similar offences and the use of 'hidden' courts - administratively dealing with court cases/adjournments.

Summons management; summons not served cases, personal service summonses, enquiries with other forces, statutory declarations.

Home Office Production Orders administration; receipt, processing and notification of completed actions.

Interpreters administration; receipt, processing and notification of completed actions.

Interpretation of backsheet (CPS folder) information.

Remand additions; liaison with OIC/custody/GSL/Courts.

Witness Summons administration; receipt, processing and notification of completed actions.

Bail applications administration; receipt, processing and notification of completed actions.

Appeals administration - receipt, processing and notification of completed actions.

Receipt and action of enquiries re Court results.

Liaison with other agencies i.e. Probation and notifying they must contact.

Updating systems i.e. WMS witness attendance rates after trial.

Some victim notifications where no Witness Care Officer is assigned.

Assist with Antecedent duties in the absence of the substantive post holder.

Administration of work to and from CPS, especially identification of actions required and completed.

Any other duties commensurate with the grade of the post.

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency

<https://profdev.college.police.uk/competency-values/>

CVF Level

Level 1 – Practitioner

Level 2 – Supervisor/Middle Manager

	Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity	Public Service
Impartiality	Transparency

Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i>
Essential Criteria (used for short listing):
Experience of communication by various methods.
Flexibility to work at different locations and within specified time-frames, and also to cover Saturdays and Bank Holiday courts on a rota.
Experience of Clerical work.
Experience of interrogating/maintaining and retrieving data/information using various computer and manual records.
Ability to remain calm under pressure when dealing with members of the public face to face.
Desirable:
Experience in Criminal Justice administration.

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Notes:

Hours of duty are between 7.00am and 5.00pm.
 Provide cover for Saturdays and Bank Holidays on a rota.
 Job rotation within the Banding is necessary in order to meet deadlines.
 May be required to work after normal hours/weekends on overtime.
 May be required to provide cover for bank holidays on a rota basis.
 May be required to work at other locations.