



I want the justice system to run smoothly!



Court Clerk

Plan - Write
Organize

EDUCATION

CEGEP

JOB PROSPECTS

Limited



ROLE

Do you swear to tell **the truth, the whole truth and nothing but the truth?**

It's the court clerk who asks witnesses this question.

Court clerks are the "memory" of a court hearing. They prepare an important document called the minutes of the hearing, which are detailed notes on the various steps of the hearing. Having minutes makes it hard for anyone to challenge what happened in court.

Court clerks also organize the court record, which includes all the documents used at the hearing. The court record sometimes fills several boxes!

DUTIES

- **Ensure lawyers and witnesses are in the courtroom** on the day of the hearing.
- **Schedule hearing dates** with lawyers.
- **Write** the minutes.
- **Prepare and organize** the court record.

TRAINING



There is no special training for court clerks.

Sometimes the government requires a **Diploma of College Studies in Paralegal Technology or three years of experience as a legal secretary.**



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



Court clerks who work 35 hours a week earned **\$32,000 to \$46,000 in 2017**

But they don't always work 35 hours a week, so salaries can vary.

SKILLS



- **Detail-oriented**
- **Good writing skills**
- **Very organized**
- **Good with people, create a good impression**

ENVIRONMENT



Court clerks work for the **government** in various courts. They spend most of their time **in a courtroom** sitting in front of a judge.

Court clerks work on call and only when the court needs them. Their **work schedule can change from week to week**. When courts are less busy (e.g., during the summer) court clerks might not have any work.

LEARN MORE



- Justice Québec's Inforoute FPT





Legal Interpreter - Indigenous Languages

Listen - Understand
Translate accurately

EDUCATION

No special diploma

JOB PROSPECTS

Good

ROLE

Legal interpreters are important to the legal system. They break down language barriers and help people in court, no matter what language they speak. The Canadian Charter of Rights and Freedoms guarantees the right to an interpreter in court.

Legal interpreters of Indigenous languages listen carefully when people speak in court. They then translate what was said out loud, in English or French. The interpretation must be neutral and not favour any side.

Legal interpreters in Quebec usually interpret French and English, but they often interpret Indigenous languages also.

DUTIES

- **Prepare** before going to court by learning vocabulary that might be used.
- **Listen** carefully to what witnesses, lawyers and judges say.
- **State** in another language exactly what was said.

SKILLS

- **Accuracy.** Interpreters must choose their words carefully to translate exactly what was said.
- Ability to **concentrate for hours**
- **Good communication skills**

TRAINING



There is **no special training** for legal interpreters. Legal training is useful but not necessary.

Several Quebec universities offer a **bachelor's program in translation**. The University of Ottawa offers a **master's program in conference interpreting**.

To be a **certified legal interpreter**, you must become a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or OTTIAQ (association of certified translators, terminologists and interpreters). But you can be a legal interpreter without this certification.

Legal interpreters can register with the **legal interpretation and translation department** of their local courthouse. An exam and interview might be required. Interpreters of Indigenous languages go through a special selection process.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

ENVIRONMENT



Legal interpreters work mostly in court. They might also work during meetings or negotiations.

In court, legal interpreters must speak in front of many people, including judges, lawyers, witnesses and sometimes a jury.

The work is demanding and sometimes stressful. Interpreters must concentrate all the time and be able to translate technical or complicated terms.

SALARY



Legal interpreters are usually **self-employed**. Their earnings depend on the number of hours they work.

They usually get contracts from legal interpretation and translation departments **in courthouses**. In 2017, Interpreters with a university degree can earn \$33 to \$43 an hour. Those without a degree earn \$24 to \$30 an hour.

Interpreters working in itinerant courts in Indigenous communities in Côte-Nord, Saguenay-Lac-Saint-Jean and Nord-du-Québec earned \$37 to \$48 an hour in 2017 if they have a university degree. Those without a degree earned \$29 to \$35 an hour.

Interpreters can also work for the private sector such as a law firm. Hourly rates vary.

Few legal interpreters do only interpretation. It's difficult to do every day and they often have another job at the same time.





LEARN MORE >

- **Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ).**
- **Service Canada**
- The **Journal du Barreau** has published an article (French only) on the day-to-day work of a legal interpreter.

I want the justice system to run smoothly!
Legal Interpreter - Indigenous Languages





Legal Secretary

Meet clients - Organize
Write

EDUCATION

High school

JOB PROSPECTS

Good

except in Abitibi-Témiscamingue,
Côte-Nord and Nord-du-Québec



ROLE

Legal secretaries assist lawyers, notaries and judges.

They **handle many files at the same time** and keep a close eye on deadlines.

Legal secretaries **meet clients** and must often reassure them about their legal problems. They also perform **secretarial tasks**.

DUTIES

- **Answer the phone** and meet clients.
- **Write and format** letters and legal documents.
- **Organize** agendas.

SKILLS

- **Excellent language skills.** They must enjoy reading and write well.
- **Discretion.** Client information is confidential.
- **Organization skills.** They handle many files, meet tight deadlines and keep track of what goes on.
- **Detail-oriented.** Accuracy is important in law.



TRAINING



- **Diploma of Vocational Studies (DVS) in secretarial work or relevant work experience**
- **Attestation of Vocational Specialization (AVS) in legal secretarial work**

Public and private schools in Quebec offer this 450-hour program in English or in French.

Some employers hire paralegals as legal secretaries, especially in smaller offices.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



Salaries for legal secretaries depend on their experience and where they work.

A recent graduate earned, on average, \$30,000 to \$35,000 in 2017. In big law firms, experienced legal secretaries can earn more than \$60,000 a year.

ENVIRONMENT



- Law firms and notarial firms
- Judges' offices
- Government
- Companies
- Etc.

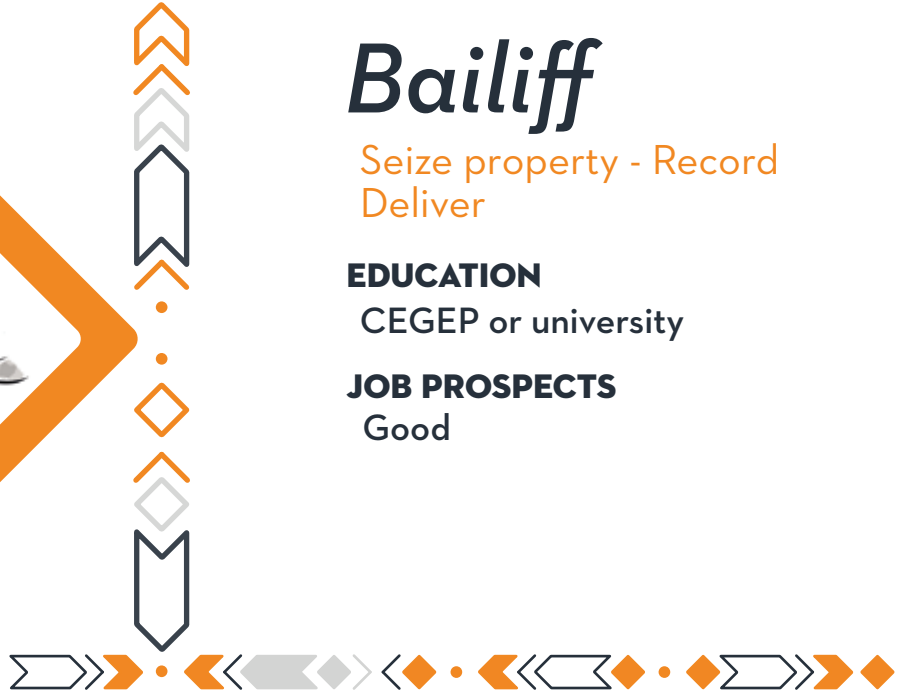
There's a **lot of pressure**, especially before a trial or when working on many cases at the same time. Working hours are reasonable, even in big law firms.

LEARN MORE



- Heading for Success
- École des métiers de l'informatique, du commerce et de l'administration (EMICA)





Bailiff

Seize property - Record
Deliver

EDUCATION

CEGEP or university

JOB PROSPECTS

Good

ROLE

People often think that bailiffs are mean and heartless. But they are **legal professionals** trained to handle **tough jobs**, such as evicting tenants who haven't paid their rent.

Bailiffs can also be mediators and negotiators, trying to solve difficult situations, such as bankruptcy, divorce and unemployment.

Bailiffs come face-to-face with life's hardships. Sometimes, they must pressure people in difficulty, for example, making them giving back a car they can't pay for.

DUTIES

- **Deliver legal documents directly** to people, such as orders to appear in court.
- **Carry out court orders**, for example, to evict tenants.
- **Prepare official reports** on situations, such as a neighbour making too much noise or an apartment in bad shape. The reports might later be used as proof in court.
- **Collect money from people or have them hand over property** such as a car when people can't make their car payments

TRAINING



- **Diploma of College Studies (DEC) in Paralegal Technology**
- or
- **Bachelor's degree from a law faculty**

You also need a **permit from the Chambre des huissiers de justice du Québec** (Quebec's professional association of bailiffs). To get a permit you must

- complete a five-week training program,
- complete a six-month supervised internship, and
- pass the exam set by Quebec's professional association of bailiffs.

Bailiffs must do **12 hours of continuing education every two years** to learn about new developments and to refresh their skills.



Indigenous students can get help to pay for their studies. See **Financial Aid** to learn more.

SALARY



What bailiffs in Quebec earn on average depends on whether they

- receive **fees** (the usual situation), or
- earn a **fixed salary** from a bailiff's office.

What **self-employed bailiffs** earn depends on how much they work. They might have an arrangement with a bailiff's office that pays them a percentage of its earnings.

Bailiffs' incomes **also depend on** whether they work long hours and on weekends. They can work 50 or 60 hours a week.

SKILLS



- **Diplomatic** and **able** to be firm with people having difficulty paying their debts
- **Nerves of steel**
- **Honest and able to follow strict legal and professional rules**

ENVIRONMENT



Bailiffs spend part of their time in an **office**, alone or with others. They travel a lot **by car**. They might have to work **early in the morning, late at night or on weekends**.

LEARN MORE >



- Information sur le marché du travail (job market information)
- Chambre des huissiers de justice du Québec (Quebec's association of bailiffs)
- Inforoute FTP

I want the justice system to run smoothly!

Bailiff



Court Usher

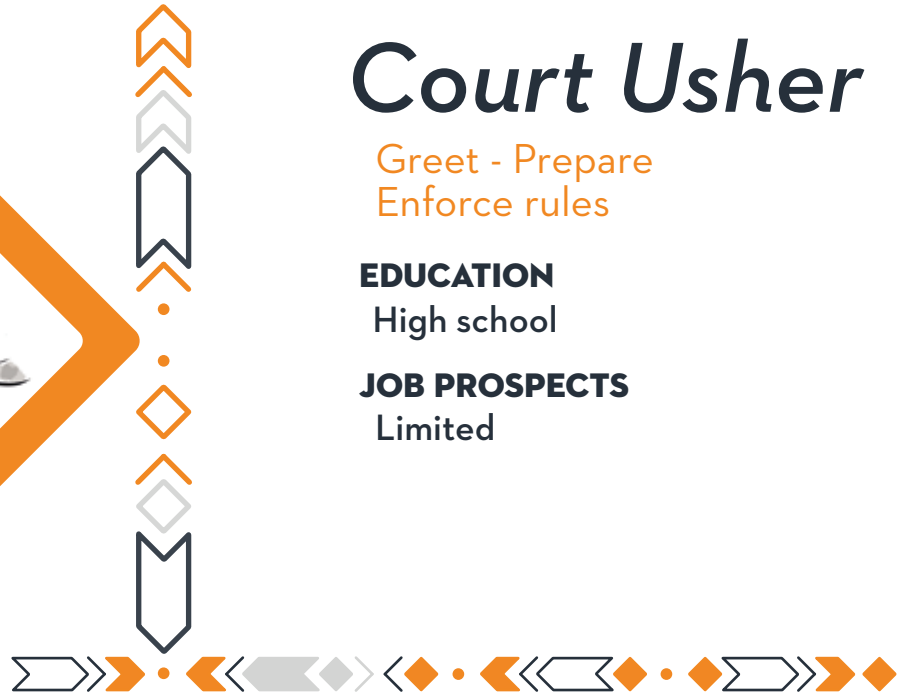
Greet - Prepare
Enforce rules

EDUCATION

High school

JOB PROSPECTS

Limited



ROLE

Silence! All rise please. The court is now in session...

Court ushers say these words at the beginning of every court session. They make sure **court hearings run smoothly**.

Before the judge arrives, **court ushers make sure that**

- the **courtroom is ready**,
- the necessary equipment is in place and
- the lawyers have arrived.

Court ushers **accompany judges** between their offices and the courtroom.

During a hearing, they **make sure everyone in court behaves properly**. They bring witnesses into the courtroom and do jobs for judges, such as making photocopies.

DUTIES

- **Keep order** in the court.
- **Accompanies judges** to the courtroom and do jobs for them.
- **Show the witnesses into the courtroom.**

TRAINING



There is **no special training program** for court ushers.

Justice Québec requires **three years of high school** (Secondary Three or Grade 9) or two years' work experience for each year of schooling they don't have.

Justice Québec hires court ushers from its bank of job applicants.

SKILLS



- **Knows and can enforce courtroom rules**
- **Helpful**
- **Team player**
- **Clear speaking voice**
- **Discretion**

ENVIRONMENT



Court ushers work part-time and must be on call. Their work schedule might change from week to week depending on how busy the court is.

LEARN MORE



- Information sur le marché du travail (job market information). The information about court clerks also applies to court ushers.

