

Frequently asked questions

RECRUITMENT OF TRAINEE COURT REGISTRARS



Q. What are the steps in the recruitment process?

A. The steps are outlined below:

- Apply via [careers.vic.gov.au](https://www.careers.vic.gov.au) and answer the following questions when prompted:
 - ▶ What attracted you to apply for the Trainee Court Registrar position, and why do you believe you would be suitable for this type of role?
 - ▶ One of the main roles Trainee Court Registrars perform is bench clerking in a courtroom. You are strongly encouraged to research the role through visiting www.mcv.vic.gov.au, visiting a court or speaking to staff. After undertaking research, please detail your knowledge of the role of a Trainee Court Registrar.
 - ▶ Have you recently attended a court to observe a courtroom and the role of a bench clerk? If not, we strongly encourage you to do so. All courts are open to the public.
- Submit your cover letter and resume
- Review of your written application
- Interview
- Reference checks
- Criminal history check

Q. How do I find out about the progress of my trainee court registrar application?

A. Updates on the progress of your application will be emailed to you. Please monitor your 'junk mail' folder.

Q. How long is the recruitment process likely to take?

A. Due to the multiple steps involved, the entire recruitment process may take up to a number of months.

Q. Which locations can I work at?

A. If your application proceeds through to the interview stage, you will be asked to nominate up to 5 preferences for locations you would like to work at.

Trainees will commence at a specific court location but may be required to travel to other locations on occasion. Trainees may also be required to transfer to another court location, typically after 12 months.

Locations can be found here: www.mcv.vic.gov.au/going-court/find-court

Q. How are interviews conducted?

A. Interviews are currently being conducted online, via Microsoft Teams.

Q. How are my referees contacted?

A. We will request that you provide two recent referees when attending an interview. If you are successful through the interview, we will automatically proceed to contacting referees via email.

Q. I have been notified that my application has not been successful. Can I request feedback on my application and/or reapply?

A. Due to the high volume of applications received, feedback on individual applications will not be provided, unless you have attended an interview.

Please review your application as to:

- how you can better demonstrate your knowledge and understanding of the role of a Trainee Court Registrar
- how you can clearly demonstrate your personal motivation to perform the role of a Trainee Court Registrar
- your professional experience and/or qualifications
- the amount of detail provided on your resume
- the presentation of your application including spelling, grammar and formatting.
- If you have attended an interview, we will contact you to advise of the outcome and offer a time for you to call to obtain feedback.

Please take the time to implement any feedback given. You are then able to reapply for the position when it is next advertised on www.careers.vic.gov.au

Q. Further Questions?

A. Please visit www.mcv.vic.gov.au/about/careers/trainee-court-registrars or feel free to contact the Learning and Development Unit at courtregistrar@courts.vic.gov.au