

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

**Department:** The Judiciary

**Post:** Senior Court Transcriber

**Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375  
(08 058 074)

**Effective Date:** 05 January 2021

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Court Transcriber who reckon at least four years' service in a substantive capacity in the grade and who –

- (i) possess organising and supervisory skills;
- (ii) possess good interpersonal and communication skills; and
- (iii) have the ability to meet tight deadlines.

**Role and Responsibilities:** To be responsible to the Chief Registrar through the Deputy Chief Registrar and Senior Registrar/Regional Court Administrator for transcription of court proceedings in line with the goals and objectives of The Judiciary.

- Duties:**
1. To control and supervise the work of Court Transcribers at The Judiciary.
  2. To take down and transcribe summings up of Judges at the Supreme Court.
  3. To undertake transcription exercises, as and when required.
  4. To distribute court proceedings to Court Transcribers for transcription.
  5. To check, merge and enumerate transcripts of subordinate staff.
  6. To use ICT in the performance of his duties.
  7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Court Transcriber in the roles ascribed to him.

**Note**

The Senior Court Transcriber will be required to work at staggered hours.

CERTIFIED CORRECT



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*D. Gowry*  
D. Gowry (Mrs)  
for Secretary for Public Service

05 January 2021  
Date.....