



本函檔號 OUR REF: JUD CR 1-55/1

來函檔號 YOUR REF: CB2/PL/AJLS

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22 February 2007

Mrs Percy Ma  
Clerk to Panel  
Legislative Council Panel on  
Administration of Justice and Legal Services  
Legislative Council Building  
8 Jackson Road  
Central  
Hong Kong

Dear Mrs Ma,

**Non-Civil Service Contract (NCSC) Staff in the Judiciary**

I refer to your letter of 1 February 2007 requesting information on the NCSC positions in the Judiciary Administration. The requested information is provided in the ensuing paragraphs.

**(a) A breakdown of the 34 and 110 NCSC positions by ranks, duties and length of service**

2. A breakdown by ranks, duties and length of service of the 34 NCSC staff who were employed for purposes within the ambit of the NCSC Staff Scheme and of the 110 NCSC staff who were discharging duties which should more appropriately be performed by civil servants are at **Annexes A and B** respectively.

**(b) Whether the employment of NCSC staff has any adverse impact on the operation and service delivery of the Judiciary**

3. The qualification and experience requirements for NCSC staff are set with reference to those of the civil service staff in comparable ranks or undertaking comparable level of responsibilities. New NCSC appointees will

be provided with briefing and training on the work of the Judiciary Administration and on their particular duties. Thereafter, there will normally be a period of their working side-by-side with experienced officers. The staff will then work under close supervision to ensure that their performance is up to the required standard. They would also be provided with continuous training and development depending on the needs of individual staff.

4. We observe that the quality of service provided by the NCSC staff is comparable to their civil service counterparts and that their employment has not produced any adverse impact on the operation and service delivery of the Judiciary.

**(c) Justifications for the continued employment of the 34 NCSC staff**

5. These 34 NCSC staff were employed to meet service needs that are time-limited, short-term, seasonal, or subject to fluctuation or where the mode of delivery of concerned services is subject to review. These are purposes within the ambit of the NCSC Staff Scheme.

**(d) The outcome of the review to convert the 110 NCSC positions into civil service posts and the timing of implementation**

6. The Judiciary Administration is working with the Administration to phase-out the 110 NCSC positions. The phasing-out plan involves replacing these positions by filling the existing and anticipated civil service vacancies in the Judiciary Administration, the creation of new posts through offsetting or re-grading existing vacant posts where appropriate and net creation of posts under established procedures. In implementing the phasing-out plan, we will take into consideration the lead time for filling the civil service posts and the contract duration of the NCSC staff concerned.

Yours sincerely,



(Clement Li)

for Judiciary Administrator

**Employment of NCSC staff**  
**for purposes within the ambit of the NCSC Staff Scheme**  
 ( Position as at 31 March 2006 )

NCSC Job Title	Length of service		Total no. of staff	Duties
	Less than 5 years	5 years or more		
I. To meet service needs where the mode of delivery of service is under review				
Judiciary Executive II (Corporate Services)	2	-	2	To perform duties relating to human resources (HR) management. The delivery of HR functions in the Judiciary Administration is under review.
II. To meet service needs that are time-limited; short-term or seasonal in nature				
Judiciary Assistant	25	-	25	To provide clerical support to the additional Deputy Judges and Judicial Officers (JJOs) and to meet the fluctuation in workload in different court registries.
Personal Secretary	2	-	2	To provide secretarial support to Judges and additional Deputy Judges (in a typing pool).
Information Executive	1	-	1	To perform leave relief (for six months) for a civil servant in performing public relations and publicity duties.
Judiciary Executive I	1	-	1	To provide additional support (for six months) to clear backlog of estate cases in the Probate Registry.

NCSC Job Title	Length of service		Total no. of staff	Duties
	Less than 5 years	5 years or more		
Judiciary Executive II	2	-	2	To perform execution and enforcement duties of judgments and court orders to cope with fluctuation in the workload of the Court Orders Section.
Judiciary Attendant	1	-	1	To perform general office and manual labour duties for the additional Deputy JJOs.
Total	34	-	34	

**Employment of NCSC staff**  
**whose duties should more appropriately be performed by civil servants**  
 ( Position as at 31 March 2006 )

NCSC Job Title	Length of service		Total no. of staff	Duties
	Less than 5 years	5 years or more		
Judiciary Executive II	35	-	35	To serve as Clerks to Judges and Judicial Officers, to attend and assist in courts and chambers hearings, and to settle and approve draft orders drawn up by legal practitioners; or to serve as Judicial Clerk in various specialized tribunals/offices.
Judiciary Executive I	-	9	9	To perform duties of Tribunal Officers in the Labour Tribunal.
Judiciary Executive II	8	-	8	To perform execution and enforcement duties of judgments and courts orders, and service of court process.
Executive Assistant	2	-	2	To provide support in general executive and administrative matters.
Judiciary Assistant	35	13	48	To provide general clerical support in the courts and court registries relating to one or a combination of the following aspects: general administration, finance and accounts, legal and judicial related duties, library service, etc.

NCSC Job Title	Length of service		Total no. of staff	Duties
	Less than 5 years	More than 5 years		
Personal Secretary	1	-	1	To provide manpower for essential secretarial services to Judges (in a typing pool).
Judiciary Librarian	1	-	1	To provide legal library services.
Mediation Coordinator	1	-	1	To coordinate family mediation services in the Mediation Coordinator's Office.
Judiciary Attendant	1	4	5	To perform general office and manual labour duties in support of Judges and Judicial Officers as well as in various court registries and offices.
Total	84	26	110	