

## Court Usher - Lincoln Crown Court (MOJ)

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Company: Brook Street

Location: Lincoln

Category: other-general

We are currently recruiting for a Court Usher to join our client MOJ. Are you highly motivated, good communications skills and have previous customer service experience? Have you always wanted to work for the civil service? Then this could be the role for you!

### **The Ministry of Justice - Court Usher (Lincoln Crown Court)**

Location: Lincoln Crown Court

Pay rate: £11.44ph

Hours: Monday - Friday (37 hours)

Temporary Contract with the possibility for extension due to business requirements

#### **Role Overview:**

We are currently recruiting for a Court Usher to join the MOJ based in Lincoln. This is a very interesting and varied role.

#### **Responsibilities will include, but not limited to;**

Assist in the running of courts

Collect jury panel & escort them

General Admin, including; Photocopying, Franking of Mail

Check any special requirements are needed for court attendees, if so, escalating it

Ensuring all papers, pens are made available to judges

#### **What we are looking for:**

Basic IT skills in Microsoft Windows (training will be given)

Strong recent admin/customer service experience essential

Recent Law Graduates with strong customer service skills

Be polite and helpful to all customers both external and internal

Remain calm, polite and tactful when dealing with difficult people

Vigilance and professional personality

Pass on important information to all concerned promptly and clearly, with tact and honesty

Be approachable, non-judgmental and honest and respects confidences in dealing with others.

Treat all colleagues fairly and be sensitive to their needs as individuals

**Brook Street are proud to support the Armed Forces Covenant and as such, we guarantee to interview all candidates who are veterans or spouses/partners of military personnel, and who meet all the essential criteria for the vacancy.**

**As a Disability Confident Leader, and holder of the Gold Award status from the Defence Employer Recognition Scheme, Brook Street, as a supplier to the Public Sector Resourcing Framework (PSR), will offer you a guaranteed interview with a PSR Sourcer.**

**Should you identify as a candidate with a disability and/or as a veteran or spouse/partner of military personnel and meet all the essential criteria for the role, we encourage you to reach out to us via the Brook Street website. Here you will find a link to register your interest and state the role that you are interested in. We are committed to engaging with you.**

**In cases where we have a high volume of ex-military candidates/military spouses/partners, who meet all of the essential criteria, Brook Street will interview the best candidates from within that group.**

**Apply Now**

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