



Court staff categories in the EU

Greece

Information provided by: Ministry of Justice, Transparency and Human Rights (Υπουργείο Δικαιοσύνης, Διαφάνειας και Ανθρωπίνων Δικαιωμάτων)

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DESCRIPTION OF CATEGORIES OF COURT STAFF in Greece

1. Court staff category / profession

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|------------------------------------|---|
| Name of Court Staff Category | In Greek: Δικαστικοί υπάλληλοι |
| | In English: Judicial clerks / officers |
| Legal basis / regulatory documents | Law 2812/2000 (Code of Judicial Officers) In Greek: Κώδικας Δικαστικών Υπαλλήλων |

2. Access to the category / profession

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|---------------------------|--|
| Main Access conditions | <p>Qualifications:</p> <ul style="list-style-type: none"> • Secondary school/high-school diploma • Higher education degree (it is considered an asset, not a prerequisite) • Good knowledge of a foreign language (of another MS), use of computer <p>Aspects of EU law: are optional</p> |
| Access process | <p>Recruitment procedure: takes place at national level (The Ministry of Justice decides upon recommendations from courts)</p> <ul style="list-style-type: none"> • State/public exam |
| Alternative access routes | <p>Transfer routes from other professions:</p> <p>Yes – many qualified lawyers and other legal professionals take</p> |

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| | the state exam to become judicial clerks | |
| <i>3. Responsibilities / Duties</i> | | |
| General responsibilities | <ul style="list-style-type: none"> • Procedures • Management • Administrative tasks • Filling pleadings, Secretarial tasks during courts hearings, public service, taking minutes <p>This court staff category plays an important role in:</p> <ul style="list-style-type: none"> • Civil law and procedures • Commercial law and procedures • Criminal law and procedures • Administrative law and procedures • Assistance to judges and/or public prosecutors • Management of Courts | |
| Role in process with EU law aspects | Aspects of EU law: are becoming more important as more EU legislative instruments are being adopted | |
| <i>4. Organisation of the category / profession</i> | | |
| Organising Structure | Ministry of Justice, Transparency and Human Rights | |
| Training providers | <ul style="list-style-type: none"> • National Centre for Public Administration and Local Government (EKDDA) • INEP: The Institute of Training (INEP) and its decentralized structure in Thessaloniki (PINEPTH) is EKDDA' s training unit. Court staff members may undergo training in both EKDDA and INEP following signing of relevant training contracts. INEP cooperates with EKDDA in providing training in IT skills for court staff. In practice, court clerks follow training seminars in INEP in various fields (management, legal issues, state-citizen relations etc). | |
| | numbers | 1 National level structure |
| | types | Public sector structure |
| | Name(s) | National Centre for Public Administration and Local Government (EKDDA) |
| Professional organisation(s) | N/A | |

Source: Pilot Project - European Judicial Training: "*Lot 3 – State of play of training of court staff in EU law and promotion of cooperation between training providers at EU level*", carried out by the European Institute of Public Administration (EIPA) together with a consortium