Vocational training in Germany (Ausbildung)

Judicial clerk (Justizfachangestellter/Justizfachangestell

Justizfachangestellter / Justizfachangestellte

You keep the court registry or public prosecutor's office running: a 3-year training, paid from the first year, in the public justice service.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,245 to €1,349**
required	36 months	required level	gross / month, during the training

We are by your side from day one until you arrive in Germany.

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CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What a judicial clerk does

They work in a court or a prosecutor's office alongside judges and prosecutors: they manage case files, monitor deadlines, write letters and take the minutes of hearings.

Manage files

Open, file and move forward criminal, civil, family or inheritance case files.

Monitor deadlines

Calculate and check deadlines, summon parties and witnesses, and serve decisions.

Inform

Receive members of the public, explain procedures and record their requests and statements.

This occupation is for you if…

- ✓ you like the rigour of rules and written procedures
- ✓ you are precise and respect deadlines
- ✓ you can stay discreet with sensitive files
- ✓ you enjoy receiving and informing people

Less suitable if…

- – you do not like office work with paper or digital case files
- – you struggle with strict rules and written procedures
- – you want a job with a lot of physical movement

A TYPICAL DAY IN THE WORKSHOP

08:00 **Starting at the registry** : The trainer presents the day's files, the scheduled hearings and the deadlines to watch.

09:00 **Opening a new case file** : Register a case, create the file and put the documents received in the right order.

10:30 **Calculating and checking deadlines** : Identify the deadlines of a procedure and prepare the summonses for the people concerned.

13:00 **Hearing and minutes** : Follow a hearing beside a colleague and practise recording faithfully what is said.

14:30 **Receiving a member of the public** : Listen to the request, explain the procedure to follow and record the statement.

16:00 **Calculating court costs** : Draw up a simple statement of costs and check that the file is complete before archiving.

Case file management · Criminal and civil procedure · Deadline monitoring · Enforcement and insolvency · Inheritance and guardianship · Calculating costs · Accuracy · Discretion · Organisation skills · Public service ethos · Communication

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

The basics

- Criminal and minor offence cases
- Civil procedure
- Enforcement against movable assets

Year 2

Going deeper

- Insolvency and family matters
- Enforcement against real estate
- Final exam, part 1

Year 3

Independence

- Inheritance and guardianship
- Registers and land register
- Final exam, part 2

Exams and qualification

The final exam is in two parts (gestreckte Abschlussprüfung). Part 1, in the 4th half-year, has two 60-minute written papers (criminal procedure, then civil procedure and enforcement). Part 2, at the end of training, has two written papers and a simulated interview on inheritance or guardianship matters. You obtain the certificate as a judicial clerk (Justizfachangestellter).

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ An office and registry job, mostly sedentary, with contact with the public and visits to the courtroom.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Judicial clerk

Work in the registry of a court or prosecutor's office, supporting judges and prosecutors.

WITH EXPERIENCE

Justizfachwirt

Move into the intermediate justice service after further training, depending on the federal state.

LONGER TERM

Bailiff or senior post

Options to progress to court bailiff (Gerichtsvollzieher) or other posts in the justice system.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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