

Court Clerk

Run the courtroom's paperwork: swear in witnesses, track exhibits, keep the record. Hired with high school and trained on the job.

TYPICAL PAY

\$62,000

a year, full time

PAY RANGE

\$50k to \$77k

starting to experienced

TIME TO QUALIFY

up to 2 years

after high school

DEMAND

Moderate

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

Provincial courthouses, tribunals, court offices

How you get there

- 1 High school diploma** Grade 12
 The minimum. Strong English and attention to detail matter more than marks.
- 2 Optional diploma** 1 to 2 years
 A 1-year court support certificate or a 2-year justice administration diploma, for example Seneca Polytechnic's Justice Administration Services program, which includes a placement in a real court office.
- 3 Apply to the province** Weeks to months
 Court clerks are hired by provincial court services (Ontario's Ministry of the Attorney General, for example). Postings ask for typing, customer service and a clean record check.
- 4 On-the-job training** 3 to 6 months
 Learn the recording system, exhibits, oaths, forms and each court's routine alongside experienced clerks.

Pros and cons

- + Steady government job with a pension
- + Weekday hours, no nights
- + Front-row seat to real cases
- Pay tops out unless you move into management
- Hearing hard testimony every week
- Strict procedure, little room to improvise

Good to know

The clerk swears in the witness

In most Canadian courtrooms it is the clerk, not the judge, who asks the witness to swear or affirm to tell the truth, and who marks every exhibit that enters the record.

Court clerks and law clerks are different jobs

A court clerk runs a courtroom for the government. A law clerk works inside a law firm drafting documents, and in Ontario usually has a college diploma and a professional association.

Optional boosts

Trial coordinator. Registrar or deputy registrar. Tribunal clerk. Court interpreter or transcriptionist.

Where these numbers come from

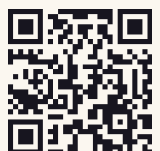
Job Bank: Court clerks, wages (updated Nov 2025)

Job Bank: Court clerks, requirements

Seneca Polytechnic: Justice Administration Services diploma

Ontario Court of Justice

Numbers checked September 2026. Pay figures are typical full-time annual amounts in Canadian dollars, based on Government of Canada Job Bank wage data and published salary grids. They vary by province, employer and experience. Tuition is for domestic students. Sources, links and the click-through version: <https://career.help/ca/careers/court-clerk>



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