

**Position Title:** Court Clerk

**Location of Workstation:** Karachi

**Type of Job:** Contractual

**Employment:** Contract

**POSITION SUMMARY:**

The Court Clerk assists lawyers by obtaining court documentation daily, maintaining accurate records, preparing client files, and supporting litigation management through timely reporting and data collection to ensure efficient case administration and compliance with organizational standards.

**KEY RESPONSIBILITIES**

1. Documentation Collection and Management a. Collect and maintain all case-related data including attested Vakalatnamas, disposal orders, certified copies of judgments, bail orders b. Gather all police papers for Advocates after copy supply of the prosecution
2. File Preparation and Record Keeping a. Prepare new client files with Vakalatnamas, entry forms, and all other relevant forms and information b. Maintain Vakalatnama information on registers
3. Reporting, Reporting and Progress Tracking a. Prepare monthly and quarterly reports timely b. In the first week of every month, share progress regarding received and remaining copies of disposal.

**4. Additional Duties**

- a. Perform any other official task assigned by the litigation management.

**REQUIREMENTS AND CORE COMPETENCIES**

**Education:** Matriculation and Intermediate with second class (preference for Intermediate)

**Experience:** 1-2 years in related field

**Skills:** Good computer skills (Microsoft Word and Excel); ability to work well in a team and independently.

**Knowledge:** Ability to read and write in English, Sindhi and Urdu

**Values:** Integrity; honesty; strong work ethic; respect for confidentiality

**Personal Attributes:** Demonstrated flexibility, motivation and ability to live in harsh conditions

**EEO Statement:**

Integrated into our shared values is LAS's commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, colour, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. LAS is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encouraged to strive to reach their full potential. We believe in understanding and respecting differences among all people. Every individual at LAS has an ongoing responsibility to respect and support a diverse environment.

**Protection Against Sexual Exploitation and Abuse:**

Legal Aid Society (LAS) is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). LAS explicitly prohibits its

staff, associates, partners, consultants, or any other representatives associated with the delivery of its work from:

- Engaging in any form of sexual exploitation or abuse;
- Sexual activity with children (persons below the age of (18) irrespective of a mistaken belief of the age of the child which shall not amount to a defense);
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Sexual relationships between LAS staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of LAS and are strongly discouraged.

### **What We Offer**

- An inclusive and collaborative work environment.
- Opportunities for professional growth and development.
- A chance to contribute meaningfully to social impact.

### **Apply By:**

Interested candidates may apply online latest by 12th January 2026.

In case of any query please email at **hr@las.org.pk**

Only Shortlisted candidates will be called for test & interview.

The organization reserves the right to reject any or all applications.

For further information please visit <http://www.las.org.pk>.