



1. TITLE OF THE CERTIFICATE (DE) (1)

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf  
Justizfachangestellter/ Justizfachangestellte**

(1) in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)

**Final examination in the state-recognized training occupation judicial clerk**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Organise criminal and petty offence proceedings
- Follow civil proceedings
- Organise seizures of moveable property
- Organise seizures of immovable property
- Implement insolvency proceedings
- Deal with family matters
- Deal with estate matters
- Deal with guardianship and custodianship matters
- Deal with matters related to the maintenance of public registers
- Handle matters relating to land registers
- Deal with and calculate costs and compensation
- Organise work processes
- Implement digital business processes
- Arrange communication and cooperation.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)

Judicial clerks work at courts and public prosecution offices.

(1) if applicable

(\*) **Explanatory notes**

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b></p> <p>competent bodies for vocational training in the civil service</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>competent bodies for vocational training in the civil service</p>
<p><b>Level of the certificate (national or international)</b></p> <p>ISCED 354 This qualification corresponds to Level - of the German and European Qualifications Framework; cf. publication from 1 August 2013 (BAnz AT 20/11/2013 B2)</p>	<p><b>Grading scale / Pass requirements</b></p> <p>100-92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail</p> <p>A total of at least 50 grade points are required to pass the examination.</p>
<p><b>Access to next level of education / training</b></p>	<p><b>International agreements</b></p> <p>In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria and between Germany and Switzerland.</p>
<p><b>Legal basis</b></p> <p>Ordinance on Initial Vocational Education and Training in the Occupation of judicial clerk of 02/26/2025 (Federal Law Gazette, Part I, nr 81)</p>	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

<p>Final examination administered by the competent body:</p> <ol style="list-style-type: none"> <li>1. after completion of dual training in a company and at part-time vocational school (normal procedure)</li> <li>2. after retraining in a recognized training occupation</li> <li>3. as an external examination for working people without formal vocational qualifications or persons who have been trained at full-time vocational schools or other vocational training institutions</li> </ol>
<p><b>Additional information</b></p> <p><b>Entry requirements:</b> Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education.</p> <p><b>Duration of training:</b> 3 years.</p> <p><b>Training in the "dual system":</b> The knowledge, skills and competences delivered in a training occupation are based on the typical requirements of work processes and prepare the trainees for a specific job as well as for further qualifications. <b>The training is provided in a company and at vocational school:</b> Trainees spend 75% of the duration of training in the company. Here they acquire practical skills in a real working environment. Trainees complete 25% of training time in vocational school where they are taught general and vocational knowledge as it relates to their training occupation.</p> <p><b>More information</b> is available at: <a href="http://www.berufenet.de">www.berufenet.de</a> <a href="http://www.europass-info.de">www.europass-info.de</a></p>