

**REPUBLIKA HRVATSKA**

**TRGOVAČKI SUD U ZAGREB**

Komisija za provedbu javnog natječaja

Zagreb, Trg Johna Fitzgeralda Kennedyja 11

Na temelju članka 4. Uredbe o raspisivanju i provedbi javnog natječaja i internog oglasa u državnoj službi ("Narodne novine" br. 78/17., 89/19.) Komisija za provedbu natječaja za primanje u radni odnos administrativni referent – sudski zapisničar na neodređeno vrijeme objavljuje

**OPIS POSLOVA službeničkog mjesta**

**ADMINISTRATIVNI REFERENT – SUDSKI ZAPISNIČAR:**

**OPIS POSLOVA:**

* piše po diktatu i prepisuje rukopise i druge tekstove
* piše po diktatu sudske odluke, zapisnike, zamolnice i druge dopise
* prepisuje zapisnike sastavljene rukom na uredovanju izvan sudske zgrade
* upisuje dokumente u računalni sustav te izrađuje jednostavnije dokumente
* obavlja sve administrativne poslove za spise koji se nalaze u vijeću odnosno suca pojedinca a osobito: ulaže podneske i dostavnice u spise, lijepi i uvezuje spise, upisuje pismena s prilozima u popis spisa, označuje podbrojeve i stranice, vodi popis predmeta u radu, vodi evidenciju riješenih predmeta, statistiku o riješenim predmetima, pregledava priručni arhiv i kalendare
* skrbi o urednom rasporedu predmeta po redoslijedu rada, oznakama i brojevima
* otprema pozive za ročišta, tužbe na odgovor, žalbe na odgovor i druge podneske na očitovanje sudionicima u postupku prema dostavnoj naredbi predsjednika vijeća odnosno suca pojedinca
* skrbi o pravovremenoj naplati pristojbe i drugih troškova postupka po naredbi suca
* potpisuje točnost otpravka na otpravninama sudskih odluka
* otprema sudske odluke redovito i prema naredbi suca
* priprema predmete za otpremu na drugostupanjski sud povodom uloženih pravnih lijekova odnosno uloženih izvanrednih pravnih lijekova

**PLAĆA:**

Podaci o plaći radnog mjesta propisani su u članku 9. Uredbom o nazivima radnih mjesta i koeficijentima složenosti poslova u državnoj službi („Narodne novine“, broj [37/2001](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2001B37A644&Ver=NN2001B37A644), [38/2001](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2001B38A677&Ver=NN2001B38A677), [71/2001](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2001B71A1242&Ver=NN2001B71A1242), [89/2001](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2001B89A1505&Ver=NN2001B89A1505), [112/2001](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2001B112A1854&Ver=NN2001B112A1854), [7/2002](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2002B7A210&Ver=NN2002B7A210), [17/2003](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2003B17A224&Ver=NN2003B17A224), [197/2003](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2003B197A3128&Ver=NN2003B197A3128), [21/2004](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2004B21A568&Ver=NN2004B21A568), [25/2004](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2004B25A727&Ver=NN2004B25A727), [66/2005](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2005B66A1295&Ver=NN2005B66A1295), [92/2005](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2005B92A1831&Ver=NN2005B92A1831), [131/2005](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2005B131A2415&Ver=NN2005B131A2415), [140/2005](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2005B140A2648&Ver=NN2005B140A2648), [81/2006](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2006B81A1938&Ver=NN2006B81A1938), [11/2007](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2007B11A454&Ver=NN2007B11A454), [47/2007](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2007B47A1601&Ver=NN2007B47A1601), [109/2007](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2007B109A3183&Ver=NN2007B109A3183), [58/2008](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2008B58A1952&Ver=NN2008B58A1952), [32/2009](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2009B32A707&Ver=NN2009B32A707), [140/2009](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2009B140A3400&Ver=NN2009B140A3400), [21/2010](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2010B21A530&Ver=NN2010B21A530), [38/2010](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2010B38A971&Ver=NN2010B38A971), [77/2010](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2010B77A2218&Ver=NN2010B77A2218), [113/2010](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2010B113A2977&Ver=NN2010B113A2977), [22/2011](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2011B22A472&Ver=NN2011B22A472), [142/2011](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2011B142A2852&Ver=NN2011B142A2852), [31/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B31A753&Ver=NN2012B31A753), [49/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B49A1168&Ver=NN2012B49A1168), [60/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B60A1475&Ver=NN2012B60A1475), [65/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B65A1526&Ver=NN2012B65A1526), [78/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B78A1846&Ver=NN2012B78A1846), [82/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B82A1911&Ver=NN2012B82A1911), [100/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B100A2214&Ver=NN2012B100A2214), [124/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B124A2693&Ver=NN2012B124A2693), [140/2012](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2012B140A2946&Ver=NN2012B140A2946), [16/2013](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2013B16A267&Ver=NN2013B16A267), [25/2013](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2013B25A412&Ver=NN2013B25A412), [52/2013](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2013B52A1057&Ver=NN2013B52A1057), [96/2013](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2013B96A2141&Ver=NN2013B96A2141), [126/2013](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2013B126A2726&Ver=NN2013B126A2726), [2/2014](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2014B2A50&Ver=NN2014B2A50), [94/2014](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2014B94A1888&Ver=NN2014B94A1888), [140/2014](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2014B140A2645&Ver=NN2014B140A2645), [151/2014](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2014B151A2826&Ver=NN2014B151A2826), [76/2015](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2015B76A1447&Ver=NN2015B76A1447), [100/2015](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2015B100A1943&Ver=NN2015B100A1943), [71/2018](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2018B71A1449&Ver=NN2018B71A1449), [15/2019](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2019B15A296&Ver=NN2019B15A296), [73/2019](http://www.iusinfo.hr/Publication/Content.aspx?Sopi=NN2019B73A1570&Ver=NN2019B73A1570), [63/2021](https://www.iusinfo.hr/zakonodavstvo/NN2021B63A1213), [13/2022](https://www.iusinfo.hr/zakonodavstvo/NN2022B13A129) i 139/2022 ) uvećan za 0,5 % za svaku navršenu godinu radnog staža, koja je objavljena na web stranici [www.nn.hr](http://www.nn.hr).

**NAČIN TESTIRANJA KANDIDATA**

1. Pismena provjera znanja - Poznavanje ustroja i poslovanja u sudovima Republike Hrvatske - pismeni test- 10 pitanja

1. Testiranje poznavanja rada na računalu, prijepis i diktat
2. Razgovor (intervju) kandidata s komisijom za provedbu javnog natječaja koji su zadovoljili na pisanoj provjeri znanja, prijepisu i diktatu.

**PRAVNI IZVORI**

**- Sudski poslovnik (**Narodne novine broj 37/14, 49/14, 8/15, 35/15, 123/15, 45/16, 29/17, 33/17, 34/17, 57/17, 101/18, 121/18, 81/19, 128/19, 39/20, 47/20, 138/20, 147/20, 70/21, [99/2021](https://www.iusinfo.hr/zakonodavstvo/NN2021B99A1786), [145/2021](https://www.iusinfo.hr/zakonodavstvo/NN2021B145A2504) i  [23/2022](https://www.iusinfo.hr/zakonodavstvo/NN2022B23A290))  - [www.nn.hr](http://www.nn.hr)

**- Pravilnik o radu u sustavu eSpis** (Narodne novine broj 35/15, 123/15, 45/16, 29/17, 112/17, 119/18, 39/20, 138/20, 147/20, [70/2021](https://www.iusinfo.hr/zakonodavstvo/NN2021B70A1347), [99/2021](https://www.iusinfo.hr/zakonodavstvo/NN2021B99A1787), [145/2021](https://www.iusinfo.hr/zakonodavstvo/NN2021B145A2505), [23/2022](https://www.iusinfo.hr/zakonodavstvo/NN2022B23A289) ) – [www.nn.hr](http://www.nn.hr)

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