

# **PERSONNEL**

## **Appointment to Ministry of Justice services**

### **1. Judicial Functionaries (Officials)**

If you wish to be appointed as a judicial functionary, i.e.:

- assistant judge to a Court of First Instance or the Prosecution Office of a Court of First Instance
  - reporting judge to the Council of State
  - reporting judge to the State Audit Council
  - assistant judge to the Courts of Administration
- you must have successfully graduated from the National School of Justice.

Admission to the National School of Justice is done upon competition.

Qualified to enter the competition are candidates:

- a) holding a degree from a Law School of a Higher Education Establishment.
- b) having completed their 27<sup>th</sup> year of age and not being more than 40 years old on 31 December of the year in which the competition is proclaimed. The maximum age limit is extended:
  - aa) by the term of the candidate's compulsory military service, and
  - bb) by three (3) more years if the candidate holds a doctoral degree (Ph.D.), or by one (1) year if the candidate holds a Masters degree.
- c) Having the qualifications specified in article 36, paragraphs 1, 2 and 3, and not having the impediments specified in articles 37 and 38 of the Code on Courts By-laws and Status of Judicial Functionaries, as applicable.

### **2. Judicial Officers**

If you wish to be appointed as a judicial officer you should have the formal and substantial qualifications required for each branch and meet the following conditions:

- You should be a Greek national; exceptions are allowed only in the cases provided for in special laws (a person acquiring the Greek nationality through naturalization may not be appointed as a judicial officer until three (3) years have passed since the acquisition of Greek nationality).
- You should have completed your military service obligations or been lawfully exempted. If your status as a conscientious objector has been recognized you should have completed, under the special provisions of the army recruitment law, unarmed military service or alternative political, social service.
- You should have completed your 21<sup>st</sup> year of age (The maximum age limit for appointment to public sector posts has been abolished).
- You should be healthy and able-bodied as required for the fulfillment of the duties of the position for which you are a candidate without prejudice to the provisions on individuals with specific needs.
- You should not have been convicted for a felony or sentenced to any penalty for theft, embezzlement common and by abuse of office, fraud, extortion, forgery, attorney perfidy, bribery, oppression, exaction, breach of duty, slander, as well as for

any crime against the sexual freedom or economic exploitation of sexual life.

- You should not have been indicted under a final bill or direct summons for a felony or under a final bill for a misdemeanor mentioned in the previous paragraph even if the crime has been statute-barred.
- You should not have been deprived of your civil rights on account of a conviction for the term of the deprivation sentence.
- You should not have been irrevocably sentenced to a deprivative penalty, for a term longer than one (1) year, for a fraudulent crime.
- You should not be under deprivative curatorship (total or partial) or under subsidiary curatorship (total or partial) or under a combination of the above.
- You should not have been dismissed from a public service or a public entity service or local government organization or public corporation or organization for a disciplinary offence.

Restitution and pardon do not lift incapacity to appointment as above, unless the impediment has been lifted under a presidential decree for pardon issued pursuant to article 47, para. 1, of the Constitution.

There are the following branches within the Court Office:

- a) clerk: category ΠΕ, ΤΕ, ΔΕ.
- b) informatics: category ΠΕ, ΤΕ, ΔΕ
- c) translators-interpreters: category ΠΕ, ΔΕ
- d) typists – P/C operators: category ΔΕ
- e) drivers, category ΔΕ
- f) caretakers, category ΥΕ
- g) guards, category ΥΕ
- h) office cleaners, category ΥΕ

Judicial officer posts are filled in accordance with the provisions applicable from time to time to the employees of public administrative services (Law 2812/2002).

Formal qualifications:

1. The formal qualification for appointment to posts in category ΠΕ is a degree or diploma from a department or school of a Greek higher education establishment or equivalent award obtained abroad.
2. The formal qualification for appointment to posts in category ΤΕ is a degree from a school of a Greek technological educational institute or other recognized school or equivalent award obtained abroad.
3. The formal qualification for appointment to posts in category ΔΕ is a graduation diploma from a senior high school or equivalent award from another school or from a secondary technical vocational school or equivalent award from another school.
4. The formal qualification for appointment to posts in category ΥΕ is a certificate of completion of compulsory education.

The specific education qualifications required for each branch and specialty are specified in a presidential decree.

### **3. Stipendiary Land Registrars**

If you wish to be appointed as stipendiary land registrar you must:

1. Be a Greek national, have completed your 21<sup>st</sup> year of age and, if male, have fulfilled your military service obligations or have been lawfully exempted therefrom.
2. Be an attorney-at-law for a period of two years (for a post in towns with a population of less than 20,000 it suffices that you be an attorney-at-law) or be a judge, holding the rank of Magistrate or higher for at least two years.
3. a) Not be under curatorship  
b) Not have been indicted under a final bill for a felony or misdemeanor for the offence of theft, embezzlement, fraud, extortion, bribery, oppression, forgery, perjury, false prosecution, slander, defamation and breach of duty and not have been irrevocably convicted for a felony or misdemeanor for an offence of those above mentioned, and no charges should be pending against you for a felony or misdemeanor or for the offences above mentioned.  
c) Not have been dismissed following a court judgment from the office of public servant or servant in a Public Entity due to a penal sentence or disciplinary offence.  
d) Not have been punished with a disciplinary sentence twice in the last two-year period, if during such period you were serving in a public service and this is a necessary qualification for your appointment as Land Registrar.
4. Successfully participate in the written competition proclaimed by the Ministry of Justice, when there are vacant positions. You shall be examined in: civil law, civil and administrative procedure. Furthermore, in English, French, German or Italian.

#### **4. Employees of Stipendiary Land Registries**

The employees of stipendiary Land Registries are judicial officers.

If you wish to be appointed to one of the stipendiary Land Registries and Cadastral Offices of the country you must have the formal and substantial qualifications specified for each branch and meet the following conditions:

- You must be a Greek National or a National of the other European Union member-states.

- You must have fulfilled your military service obligations or be lawfully exempted therefrom.

- You must have completed your 21<sup>st</sup> year of age (The maximum age limit for appointment to public sector posts has been abolished, however special age limits are applicable for certain branches imposed by the nature and the peculiarities of the duties involved in the posts to be filled, as specified in the relevant announcement).

- You must be healthy and able-bodied as required for the fulfillment of the duties of the branch where you wish to be appointed.

- You must not have been convicted for a felony or sentenced to any penalty for theft, embezzlement (common and by abuse of office), fraud, extortion, forgery, attorney perfidy, bribery, oppression, exaction, breach of duty, slander, as well as for any crime against the sexual freedom or economic exploitation of sexual life. No trial may be pending against you following your indictment under a final bill for a felony or a misdemeanor mentioned in the previous paragraph even if the crime has been statute-barred. You must not have been deprived of your civil rights on account of a conviction for the term of the deprivation sentence. You must not be under deprivative curatorship (total or partial) or under subsidiary curatorship (total or partial) or under a combination of the above.

The above impediments are lifted provided the Presidential Decree under article 47, para.1, of the Constitution has been issued.

- You must not have been dismissed from a public service or a public entity service or local government organization or public corporation or organization on account of imposition of the disciplinary penalty of final dismissal or on account of termination of the employment contract for important cause, attributed to you, before the lapse of five years as of such dismissal.

- If you hold a degree or diploma from a foreign school this qualification must also have been accredited by DIKATSA (the Greek Authority for the Accreditation of Academic Qualifications issued by Foreign Schools).

#### BRANCHES OF EMPLOYEES IN STIPENDIARY LAND REGISTRIES AND CADASTRAL OFFICES OF THE COUNTRY

- ΠΕ Administrative-Financial
- ΠΕ Engineers
- ΠΕ Informatics
- ΤΕ Technological Applications
- ΤΕ Information Technology
- ΔΕ Administrative-Accounting
- ΔΕ Typists
- ΔΕ Draftsmen
- ΥΕ Auxiliary Personnel

#### BRANCH ΠΕ ADMINISTRATIVE-FINANCIAL

The filling of positions in branch ΠΕ Administrative-Financial of Stipendiary Land Registries and Cadastral Offices is done by ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of Greek Higher Education Establishments or equivalent foreign schools in one of the following specialties:

- Law
- Political Science and Public Administration
- Public Administration
- Management Science and Technology
- Political Science and History
- Political Sciences
- Political Science
- Finance
- Economics
- Business Administration and Organization
- Business Administration
- International and European Studies
- International and European Economic Studies
- International Economic Relations and Development
- International and European Economic and Political Studies, major: International and European Economic Studies

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH IIE ENGINEERS

Specialties: - Civil Engineers

- Architectural Engineers
- Survey Engineers
- Electrical Engineers

The filling of positions in branch IIE Engineers of the Stipendiary Land Registries and Cadastral Offices is done by ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective academic degree or diploma issued by a Greek Higher Education Establishment or equivalent award by a foreign school

For appointment in this branch you must also possess:

- a Licence to practise as an engineer
- very good knowledge of a foreign language (English, French, German, Italian, Spanish)
- Skills in the use of design software (AUTOCAD).

#### BRANCH IIE INFORMATICS

Specialties: - Computer Science

- Computer Engineering

The filling of positions in branch IIE Informatics of the Stipendiary Land Registries and Cadastral Offices is done by ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective academic degree or diploma issued by a Greek Higher Education Establishment or equivalent award by a foreign school. In case vacancies cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding degrees or diplomas issued by Greek Higher Education Establishments or equivalent awards by foreign schools in a specialty defined in the specific announcement, as well as possessing experience of at least two years in the specific area.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH TE INFORMATICS

Specialties: - Informatics

- Electronic Computing Systems

The filling of positions in branch TE Informatics of the Stipendiary Land Registries and Cadastral Offices of the country is done by ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective academic degree or diploma issued by a Greek Technological Education Institute (TEI) or equivalent award by a foreign school. In case vacancies cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding degrees or diplomas issued by Greek TEI or equivalent awards by foreign schools in a specialty defined in the specific announcement, as well as possessing experience of at least two years in the specific area.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish).

### BRANCH TE TECHNOLOGICAL APPLICATIONS

Specialties: - Civil Infrastructure Engineering

- Civil Works Technology

- Topography

The filling of positions in branch TE Technological Applications of the Stipendiary Land Registries and Cadastral Offices of the country is done by ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective degree or diploma issued by a Greek TEI (Technological Education Institute) or equivalent award by a Greek or foreign school.

For appointment in this branch you must also possess:

- a Licence to practise the above profession
- very good knowledge of a foreign language (English, French, German, Italian, Spanish)
- P/C skills for processing Greek and foreign-language texts and tables or skills in the use of design software (AUTOCAD).

### BRANCH ΔE ADMINISTRATIVE-ACCOUNTING

The filling of positions in branch ΔE Administrative-Accounting of Stipendiary Land Registries and Cadastral Offices of the country is defined in the announcement either following the priority list procedure or the written competition procedure, by ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following

Branches:

- a) Administrative Services-Secretaries
- b) Economy
- of a Technical Vocational Senior High School in the following Departments:
  - a) Accounts Office Clerks
  - b) Administration Clerks
  - c) Commercial Enterprises
- of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

### BRANCH ΔE TYPISTS-STENOGRAPHERS

The filling of positions in branch ΔE Typists-Stenographers of the Stipendiary Land Registries and Cadastral Offices of the country is defined in the announcement either following the priority list procedure or the written competition procedure, by ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

In cases where stenography skills are required, this shall be specified in the relevant announcement.

### BRANCH ΔE TECHNICAL STAFF

#### Specialty: Draftsmen

The filling of positions in branch ΔE Technical Staff, Draftsmen, of

Stipendiary Land Registries and Cadastral Offices of the country is done following the priority list procedure by ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a Technical Vocational Education or Vocational Training certificate or diploma, or a graduation diploma of an Integrated Multi-Branch Senior High School or Technical Vocational Senior High School in the relevant specialty by Greek and foreign schools.

For appointment in this branch you must also possess:

- Skills in the use of design software (AUTOCAD).

#### BRANCH YE AUXILIARY PERSONNEL

##### Specialties:

- a. Filing Clerks
- b. Caretakers
- c. Bookbinders
- d. Office Cleaners

The filling of positions in branch YE Auxiliary Personnel of Stipendiary Land Registries and Cadastral Offices of the country is done following the priority list procedure by ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a certificate of completion of compulsory education (i.e. graduation diploma from a three-year Junior High School and, for candidates who graduated up until 1980, certificate of graduation from a Primary School) or equivalent graduation certificate from a lower technical school under Legislative Decree 580/70.

#### 5. Appointment of Employees

- a) At the Central Service of the Ministry of Justice
- b) At Forensic Services
- c) At Detention Facilities
- d) At the services of Probation Officers within Juvenile Courts
- e) At the services of Social Aid

If you wish to be appointed to one of the above services you must have the formal and substantial qualifications specified for each branch and meet the following conditions:

- You must be a Greek National or a National of the other European Union member-states.
- You must have fulfilled your military service obligations or be lawfully exempted therefrom.
- You must have completed your 21<sup>st</sup> year of age (The maximum age limit for appointment to public sector posts has been abolished, however special age limits are applicable for certain branches imposed by the nature and the peculiarities of the duties involved in the posts to be filled, as specified in the relevant announcement).
- You must be healthy and physically fit as required for the fulfillment of the duties of the position where you wish to be appointed.

- You must not have been convicted for a felony or sentenced to any penalty for theft, embezzlement (common and by abuse of office), fraud, extortion, forgery, attorney perfidy, bribery, oppression, exaction, breach of duty, slander, as well as for any crime against the sexual freedom or economic exploitation of sexual life. No trial may be pending against you following your indictment under a final bill for a felony or a misdemeanor mentioned in the previous paragraph even if the crime has been statute-barred. You must not have been deprived of your civil rights on account of a conviction for the term of the deprivation sentence. You must not be under deprivative curatorship (total or partial) or under subsidiary curatorship (total or partial) or under a combination of the above.

The above impediments cease to apply provided the Presidential Decree under article 47, para.1, of the Constitution has been issued, lifting the effects of the conviction.

- You must not have been dismissed from a public service or a public entity service or local government organization or public corporation or organization on account of imposition of the disciplinary penalty of final dismissal or on account of termination of the employment contract for important cause, attributed to you, before the lapse of five years as of such dismissal.

- If you hold a degree or diploma from a foreign school this qualification must also have been accredited by DIKATSA (the Greek Authority for the Accreditation of Academic Qualifications issued by Foreign Schools).

The posts of personnel in the above services of the Ministry of Justice are distinguished in categories, branches and specialties as follows:

CENTRAL SERVICE  
OF THE MINISTRY OF JUSTICE

PERMANENT PERSONNEL

B R A N C H E S

IIE Administrative-Financial

IIE Engineers, in the following specialties:

Civil Engineers

Architectural Engineers

Survey Engineers

Electrical Engineers

Mechanical Engineers

IIE Translators-Interpreters in: English, French, Italian, German

IIE Informatics, in the following specialties:

Computer Science

Computer Engineering

TE Librarians

TE Administrative-Accounting

TE Informatics, in the following specialties:

Informatics

Electronic Computing Systems

TE Technological Applications, in the following specialties:

Topographers

Electricians  
Electronic technicians  
ΔE Administrative-Accounting  
ΔE Typists – Stenographers  
ΔE Technician: Draftsman  
ΔE Computer Personnel, in the following specialties:  
    Programmers  
    Operators  
ΔE Drivers  
YE Auxiliary Personnel  
YE Guards

PERSONNEL FOR A SPECIFIC TERM:  
Special Scientific Personnel

Special formal qualifications required:

#### BRANCH IIE ADMINISTRATIVE-FINANCIAL

The filling of positions in branch IIE Administrative-Financial, in the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of Greek Higher Education Establishments or equivalent foreign schools in one of the following specialties:

- Law
- Political Science and Public Administration
- Public Administration
- Management Science and Technology
- Political Science and History
- Political Sciences
- Political Science
- Finance
- Economics
- Business Administration and Organization
- Business Administration
- International and European Studies
- International and European Economic Studies
- International Economic Relations and Development
- International and European Economic and Political Studies, major:  
International and European Economic Studies

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH IIE ENGINEERS

Specialties: - Civil Engineers

- Architectural Engineers
- Survey Engineers
- Electrical Engineers

The filling of positions in branch IIE Engineers of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective academic degree or diploma issued by a Greek Higher Education Establishment or equivalent award by a foreign school.

For appointment in this branch you must also possess:

- a Licence to practise as an engineer
- very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- Skills in the use of design software (AUTOCAD).

#### BRANCH IIE TRANSLATORS

In: English

French

Italian

German

The filling of positions in branch IIE Translators – Interpreters of the Central Service of the Ministry of Justice is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective degree or diploma in the Translation and Interpretation of Foreign Languages issued by Greek Higher Education Establishments or equivalent awards by foreign schools. In case vacancies cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding degrees or diplomas issued by the departments or faculties of English Studies, French Studies, Italian Studies and German Studies of Greek Higher Education Establishments or equivalent awards by foreign schools for the above languages.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH IIE INFORMATICS

Specialties: - Computer Science

- Computer Engineering

The filling of positions in branch IIE Informatics of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective academic degree or diploma issued by a Greek Higher Education Establishment or

equivalent award by a foreign school. In case vacancies cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding degrees or diplomas issued by Greek Higher Education Establishments or equivalent awards by foreign schools in a specialty defined in the specific announcement, as well as possessing experience of at least two years in the specific area.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

### BRANCH TE LIBRARIANS

The filling of positions in branch TE Librarians of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among candidates holding a degree or diploma issued by the Department of Librarianship of TEI (Technological Education Institutes) or corresponding degree or diploma issued by equivalent Greek or foreign schools.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

### BRANCH TE ADMINISTRATIVE-ACCOUNTING

The filling of positions in branch TE Administrative-Accounting of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of all the departments of the School of Administration and Economy of Technological Education Institutes (TEI) or corresponding degree or diploma issued by equivalent Greek or foreign schools.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

### BRANCH TE INFORMATICS

Specialties: - Informatics

- Electronic Computing Systems

The filling of positions in branch TE Informatics of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of

Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective academic degree or diploma issued by a Greek Technological Education Institute (TEI) or equivalent award by a foreign school. In case vacancies cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding degrees or diplomas issued by Greek TEI or equivalent awards by foreign schools in a specialty defined in the specific announcement, as well as possessing experience of at least two years in the specific area.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian).

### BRANCH TE TECHNOLOGICAL APPLICATIONS

Specialties: - Topographers

- Electricians

- Electronic technicians

The filling of positions in branch TE Technological Applications of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective degree or diploma issued by a Greek TEI (Technological Education Institute) or equivalent award by a Greek or foreign school.

For appointment in this branch you must also possess:

- a Licence to practise the above profession
- very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables or skills in the use of design software (AUTOCAD).

### BRANCH ΔE ADMINISTRATIVE-ACCOUNTING

The filling of positions in branch ΔE Administrative-Accounting of the Central Service of the Ministry of Justice is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries

- b) Economy
- of a Technical Vocational Senior High School in the following Departments:
  - a) Accounts Office Clerks
  - b) Administration Clerks
  - c) Commercial Enterprises
- of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH ΔΕ TYPISTS - STENOGRAPHERS

The filling of positions in branch ΔΕ Typists – Stenographers of the Central Service of the Ministry of Justice is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

In cases where stenography skills are required, this shall be specified in the relevant announcement.

#### BRANCH ΔΕ TECHNICAL STAFF

##### Specialty: Draftsmen

The filling of positions in branch ΔΕ Technical Staff, Draftsmen, of the Central Service of the Ministry of Justice is done following the priority list procedure, through ASEP (Supreme Council for the Selection of Personnel), under the provisions

of Law 2190/94 as subsequently supplemented and amended, from among holders of a Technical Vocational Education or Vocational Training certificate or diploma, or a graduation diploma of an Integrated Multi-Branch Senior High School or Technical Vocational Senior High School in the relevant specialty by Greek or foreign schools.

For appointment in this branch you must also possess:

- Skills in the use of design software (AUTOCAD).

#### BRANCH ΔE COMPUTER PERSONNEL

Specialties: - Programmers

- Operators

The filling of positions in branch ΔE Computer Personnel of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective diploma issued by a Vocational Training Institute or a certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of studies in a Technical Vocational Education Center, or graduation diploma by an Integrated Multi-Branch Senior High School or a Technical Vocational Senior High School or a Technical Vocational Secondary School or an OAED apprenticeship school under Law 1346/83 or other equivalent certificate by a school unit in Greece or abroad.

In case vacancies in the computer operator specialty cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding a graduation diploma issued by any type of senior high school or equivalent school and possessing two-year relevant experience.

#### BRANCH ΔE DRIVERS

The filling of positions in branch ΔE Drivers of the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective diploma issued by a Vocational Training Institute in the following specialties: a) technician of automobiles, or b) instructor of learning car drivers or a certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of studies in a Technical Vocational Senior High School in the specialty of Car Engines and Systems, or graduation diploma by an Integrated Multi-Branch Senior High School, department of Car Mechanics, or by a Technical Vocational Secondary School in the specialty of Car Mechanic, or by an OAED Apprenticeship School in the specialty of Car Machinist or other equivalent certificate by a school unit in Greece or abroad in the same or similar specialty.

In case vacancies cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding a graduation diploma issued by any secondary education school unit.

In all cases candidates should hold a commercial driver's licence of Class D as a minimum.

## BRANCH YE AUXILIARY PERSONNEL

The filling of positions in branch YE Auxiliary Personnel of the Central Service of the Ministry of Justice is done following the priority list procedure, through ASEP (Supreme Council for the Selection of Personnel), under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a certificate of completion of compulsory education (i.e. graduation diploma from a three-year Junior High School or, for candidates who graduated up until 1980, certificate of graduation from a Primary School) or equivalent graduation certificate from a lower technical school under Legislative Decree 580/70.

## BRANCH YE GUARDS

The filling of positions in branch YE Guards of the Central Service of the Ministry of Justice is done following the priority list procedure, through ASEP (Supreme Council for the Selection of Personnel), under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a certificate of completion of compulsory education (i.e. graduation diploma from a three-year Junior High School or, for candidates who graduated up until 1980, certificate of graduation from a Primary School) or equivalent graduation certificate from a lower technical school under Legislative Decree 580/70.

## PERSONNEL FOR A SPECIFIC TERM

### SPECIAL SCIENTIFIC PERSONNEL

of a two-year term, renewable

The filling of positions of Special Scientific Personnel in the Central Service of the Ministry of Justice is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among lawyers having a doctoral degree (Ph.D.) from a Greek Higher Education Establishment or an accredited one by a foreign university or a certificate of postgraduate studies of a duration of one academic year minimum from a Greek Higher Education Establishment or an accredited one by a foreign university and relevant experience of at least two years, in the following scientific fields:

- Penal Law or
- Civil Law, or
- Public International Law or
- Community Law

For appointment in this branch you must also possess:

- Excellent knowledge of English and French
- P/C skills for processing Greek and foreign-language texts and tables.

## PERSONNEL IN FORENSIC SERVICES

## B R A N C H E S

Coroners

IIE Pathologists

IIE Chemist – Biochemist – Toxicologist

IIE Administrative – Financial

TE Health – Welfare, in the following Specialties:

- Medical Laboratories
- Laboratory Technologists
- Radiology
- Nursing

TE Graphic Arts, in the Specialty: Photographer-Developer

ΔE Administrative-Accounting

ΔE Typists-Stenographers

ΔE Nursing Assistants

ΔE General Duties

YE Caretakers

YE Cleaning Personnel

YE Necrotomists

Special formal qualifications per branch:

### CORONERS

The filling of positions of Coroners in the Forensic Services is done through selection by the competent official board from among holders of a degree or diploma by a Medical School of a Greek Higher Educational Establishment or equivalent degree or diploma by a foreign Medical School.

For appointment to this branch the following is also required:

- A licence to practise the Medical Specialty of Forensic Medicine
- A licence to practise medicine
- Certification of membership in a Medical Association
- Completion of the mandatory medical rural service

You are also required to possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH IIE Doctors

#### Specialty: Pathologists

The filling of positions in branch IIE Doctors of the Specialty of Pathologists for the Forensic Services is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma by a Medical School of a Greek Higher Educational Establishment or equivalent degree or diploma by a foreign Medical School.

For appointment to this branch the following is also required:

- A licence to practise the Medical Specialty of Pathology
- A licence to practise medicine
- Certification of membership in a Medical Association
- Completion of the mandatory medical rural service

You are also required to possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

#### BRANCH IIE CHEMIST – BIOCHEMIST - TOXICOLOGIST

The filling of positions in branch PE Chemist – Biochemist – Toxicologist for the Forensic Services is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of: a) a degree in Chemistry or Toxicology issued by a Greek Higher Educational Establishment or equivalent issued by a foreign school and postgraduate or doctoral degree in analytical chemistry or organic chemistry or toxicology, for the position in the laboratory of toxicology, and b) a degree in Chemistry of Biochemistry issued by a Greek Higher Educational Establishment or equivalent issued by a foreign school and postgraduate or doctoral degree in Biochemistry or Molecular Biology for the position in the DNA Analysis Laboratory.

For appointment to this branch you are also required to possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

#### BRANCH IIE ADMINISTRATIVE-FINANCIAL

The filling of positions in branch IIE Administrative-Financial, in the Forensic Services is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of Greek Higher Education Establishments or equivalent foreign schools in one of the following specialties:

- Law
- Political Science and Public Administration
- Public Administration
- Management Science and Technology
- Political Science and History
- Political Sciences
- Political Science
- Finance
- Economics
- Business Administration and Organization
- Business Administration

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH TE HEALTH-WELFARE

Specialties: - Medical Laboratories

- Laboratory Technologists
- Radiology
- Nursing

The filling of positions in branch TE Health-Welfare in the Forensic Services is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise the respective profession
- Any degree or diploma issued by a Technological Educational Institute (TEI) in the relevant specialty in Greece or other equivalent award by a Greek or foreign school, on the basis of which the above licence to practise the respective profession was granted.

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH TE GRAPHIC ARTS

The filling of positions in branch TE Graphic Arts, Specialty: Photographer-Developer for the Forensic Services is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma issued by a Greek Technological Educational Institute (TEI) in the relevant field or other equivalent award by a Greek or foreign school.

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH ΔE ADMINISTRATIVE-ACCOUNTING

The filling of positions in branch ΔE Administrative-Accounting of the Forensic Services is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH ΔΕ TYPISTS - STENOGRAPHERS

The filling of positions in branch ΔΕ Typists – Stenographers of the Forensic Services of the Ministry of Justice is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

In cases where stenography skills are required, this shall be specified in the relevant announcement.

#### BRANCH ΔE NURSING ASSISTANTS

The filling of positions in branch ΔE Nursing Assistants in the Forensic Services is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise as nursing assistants
- Any degree or diploma or certificate of graduation from secondary or post-secondary education issued in Greece or equivalent award by a foreign school, on the basis of which the above licence to practise as nursing assistant was granted.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH ΔE GENERAL DUTIES

The filling of positions in branch ΔE General Duties in the Forensic Services is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

### BRANCH YE CARETAKERS

The filling of positions in branch YE Caretakers in the Forensic Services is done following the priority list procedure, through ASEP (Supreme Council for the Selection of Personnel), under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a certificate of completion of compulsory education (i.e. graduation diploma from a three-year Junior High School or, for candidates who graduated up until 1980, certificate of graduation from a Primary School) or equivalent graduation certificate from a lower technical school under Legislative Decree 580/70.

### BRANCH YE CLEANING PERSONNEL

The filling of positions in branch YE Cleaning Personnel in the Forensic Services is done following the priority list procedure, through ASEP (Supreme Council for the Selection of Personnel), under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a certificate of completion of compulsory education (i.e. graduation diploma from a three-year Junior High School or, for candidates who graduated up until 1980, certificate of graduation from a Primary School) or equivalent graduation certificate from a lower technical school under Legislative Decree 580/70.

### BRANCH YE NECROTOMISTS

The filling of positions in branch YE Necrotomists in the Forensic Services is done following the priority list procedure, through ASEP (Supreme Council for the Selection of Personnel), under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a certificate of completion of compulsory education (i.e. graduation diploma from a three-year Junior High School or, for candidates who graduated up until 1980, certificate of graduation from a Primary School) or equivalent graduation certificate from a lower technical school under Legislative Decree 580/70, and a minimum two-year experience in a morgue or pathology laboratory or surgical department of a public or private hospital.

## PERSONNEL IN DETENTION FACILITIES

Personnel in Detention Facilities is distinguished into:

A) Administrative Personnel, in the following branches:

- IIE Correctional for Adults
- TE Administrative - Accounting
- ΔE Administrative - Accounting

B) Guarding Personnel, in the following branches:

- ΔE Guarding
- ΔE External Guarding Personnel

C) Health Care Personnel, in the following branches:

- IIE Doctors, of the following Specialties: Surgery

- Orthopedics
- Internal Medicine
- Radiology
- Gynecology
- Psychiatry
- Pneumonology
- Microbiology
- Anesthesiology
- Cardiology

- IIE Dentists
- IIE Pharmacists
- TE Health-Welfare, of the Specialty of Nursing
- ΔE Nursing

D) Personnel of Social Services, in the following branch:

- TE Health-Welfare of the Specialty of Social Work

E) Technical Personnel, in the following branches:

- IIE Agronomy
- TE Agricultural Technology:
  - Specialties: Plant Produce
  - Animal Produce
  - Agricultural machinery and irrigation
- TE Civil Works Technology
- TE Technological Applications
  - Specialties: Textile Manufacturing
  - Mechanical Engineering Technology
  - Electrical Engineering Technology
  - Vehicles
- TE Electronics
- TE Graphic Arts Technology
- ΔE Printing
- ΔE Agricultural – Cattle breeding
  - Specialties: Plant Produce
  - Animal Produce

## Agricultural Machinery

- ΔE Technical personnel, of the following specialties:
  - Electricians
  - Plumbers
  - Carpentry works
  - Cooks
  - Drivers
  - Technicians of Indoor Electrical Installations
- ΔE Electronic technicians

### F) Personnel of other categories, in the following branches:

- ΠE Criminologists
- ΠE Psychologists
- ΠE Sociologists
- ΠE Priests
- TE Librarians

Special formal qualifications per branch:

### A. ADMINISTRATIVE PERSONNEL

The Administrative personnel of Detention Facilities works at the Secretariat and the Department of Financial Services of the Detention Facilities, handles cases concerning prisoners as well as all administrative matters.

The Governors in Detention Facilities are selected among employees in branch: ΠE Correctional branch for Adults.

The Heads of the Departments of Administration, Financial Services and Administrative-Financial, are selected among employees in the branches ΠE Correctional for Adults or TE Administrative-Accounting and, in case of lack of employees in the above branches, in branch ΔE Administrative-Accounting.

### BRANCH ΠE CORRECTIONAL FOR ADULTS

The filling of positions in branch ΠE Correctional for Adults in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of Greek Higher Education Establishments or equivalent foreign schools in one of the following specialties:

- Law
- Political Science and Public Administration
- Public Administration
- Management Science and Technology
- Political Science and History
- Political Sciences
- Political Science

- Finance
- Economics
- Business Administration and Organization
- Business Administration
- Economic and Regional Development

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH TE ADMINISTRATIVE-ACCOUNTING

The filling of positions in branch TE Administrative-Accounting of Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of all the departments of the School of Administration and Economy of Technological Education Institutes (TEI) or corresponding degree or diploma issued by equivalent Greek or foreign schools.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH ΔE ADMINISTRATIVE-ACCOUNTING

The filling of positions in branch ΔE Administrative-Accounting of Detention Facilities is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks

- c) Commercial Enterprises
  - of a General Senior High School
  - other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

## B. GUARDING PERSONNEL

### BRANCH ΔΕ GUARDING

Employees in branch ΔΕ-Guarding are responsible for keeping the order and safety in the Detention Facility and all areas where prisoners live or work, and are distinguished into:

- Chief Wardens
- Deputy Chief Wardens
- Wardens

In order to be appointed as Wardens in Detention Facilities you must be a holder of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch the maximum age limit is specified in the relevant announcement.

A specific physique is also required, as ascertained in a medical physical examination, as concerns the height, without shoes, which must be at least 1.75 m for men and 1.65 m for women.

The filling of positions in branch ΔΕ Guarding is done through selection.

For this purpose a three-member committee is established, under a decision

of the Minister of Justice, which prepares a list of selected individuals on the basis of a system of objective criteria (merit points) including the following:

The grade obtained in the graduation qualification.

Completion of military service obligations preferably as reserve officers or in special forces of the Armed Forces or as volunteers for a five-year term.

Individuals selected as per the above are subject to health, psychotechnical and physical examinations.

### BRANCH ΔE EXTERNAL GUARDING PERSONNEL

The mission of employees in branch ΔE External Guarding Personnel is as follows:

- a) external guarding of Detention Facilities
- b) guarding of prisoners and persons in custody pending trial during hospitalization
- c) escorting persons in custody when transferred to the court, to examiners or preliminary investigators, to hospitals for hospitalization or medical examination, during special leaves or for another purpose.

Such employees are distinguished into:

- Chief Wardens, heading the Department of Guarding Personnel
- Deputy Chief Wardens
- External Guarding Personnel

In order to be appointed in branch ΔE External Guarding Personnel you must be a holder of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch the maximum age limit is specified in the relevant announcement.

The following is also required:

- A specific physique is also required, as ascertained in a medical physical examination, as concerns the height, without shoes, which must be at least 1.70 m for men and 1.60 m for women.
- That you not profess religious beliefs that prevent you from performing your duties.
- That you possess a degree of self-control and perception ascertained

through a test and examination by psychiatrists and psychologists.

It is noted that impediments for appointment in branch ΔE External Guarding Personnel, on account of a penal conviction, are different than those applicable in the other branches, due to the peculiarity of the duties of employees in this branch, therefore the following is required:

- You must not have been convicted even under a final judgment for the commission or attempted commission of a felony or the crimes of draft evasion, desertion, insult to the constitution, high treason, insults to the government, to the free exercise of civil rights, money forging, counterfeiting, forgery, perjury, false prosecution, false statement not under oath, exaction, breach of duty, homicide, other than negligent, crime against the sexual freedom and economic exploitation of sexual life, slander, theft, embezzlement, extortion, narcotics, cattle-stealing, animal killing, smuggling, or any other fraudulent offense for which an imprisonment penalty of at least three months has been imposed. Candidates indicted for any of the above may participate in the examinations, they shall not however be employed if, by the time the employment decision is issued, no irrevocable judgment of 'non guilty' has been rendered. The term 'sentence' includes also a sentence to penal correction for one and/or more of the above.

- You must never have been deprived of your civil rights even if the time specified for such deprivation has elapsed.

- You must never have been placed under curatorship as per article 1666 of the Civil Code.

The filling of positions in branch ΔE-External Guarding Personnel, is done through selection.

For this purpose a three-member committee is established, under a decision of the Minister of Justice, which prepares a list of selected individuals on the basis of a system of objective criteria (merit points) including the following:

The grade obtained in the graduation qualification.

Completion of military service obligations preferably as reserve officers or in special forces of the Armed Forces or as volunteers for a five-year term.

Individuals selected as per the above are subject to health, psychotechnical and physical examinations.

### C. HEALTH CARE PERSONNEL

Health care personnel of Detention Facilities is responsible for the treatment of physical and mental health problems of prisoners and also for the hygiene of detention areas.

#### BRANCH IIE-DOCTORS:

Specialties: Surgery

Orthopedics

Internal Medicine

Radiology

Gynecology

Psychiatry

Pneumonology

Microbiology

Anesthesiology

### Cardiology

The filling of positions in branch IIE Doctors of various Specialties in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma in Medicine issued by a Greek Higher Educational Establishment or equivalent degree or diploma in Medicine issued by a foreign school.

For appointment to this branch the following is also required:

- A licence to practise the respective Medical Specialty
- A licence to practise medicine
- Certification of membership in a Medical Association
- Completion of the mandatory medical rural service

You are also required to possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH IIE-DENTISTS:

The filling of positions in branch IIE Dentists in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma in Dentistry issued by a Greek Higher Educational Establishment or equivalent degree or diploma in Dentistry issued by a foreign school.

For appointment to this branch the following is also required:

- A licence to practise Dentistry
- Certification of membership in a Dental Association

You are also required to possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH IIE-PHARMACISTS:

The filling of positions in branch IIE Pharmacists in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma in Pharmacy issued by a Greek Higher Educational Establishment or equivalent degree or diploma in Pharmacy issued by a foreign school.

For appointment to this branch the following is also required:

- A licence to practise as a Pharmacist

You are also required to possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

#### BRANCH TE HEALTH-WELFARE

##### Specialty: Nursing

The filling of positions in branch TE Health-Welfare, Specialty: Nursing, in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise nursing
- Any degree or diploma issued by a Technological Educational Institute (TEI) in the relevant specialty in Greece or other equivalent award by a Greek or foreign school, on the basis of which the above licence to practise nursing was granted.

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

#### BRANCH ΔE NURSING

The filling of positions in branch ΔE Nursing in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise nursing
- Any degree or diploma or certificate of graduation from secondary or post-secondary education issued in Greece or equivalent award by a foreign school, on the basis of which the above licence to practise nursing was granted.

In addition to the above permanent health care personnel in Detention Facilities visiting doctors of various specialties are hired under a private law labor contract.

#### D. SOCIAL SERVICES PERSONNEL

The personnel of Social Services in Detention Facilities provides consulting and psychosocial support to prisoners and their families.

It is competent for providing social assistance.

An employee of the above branch heads the Department of Social Work of the Detention Facilities.

#### BRANCH TE HEALTH-WELFARE

### Specialty: Social Work

The filling of positions in branch TE Health-Welfare, Specialty: Social Work, in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise as a social worker
- Any degree or diploma issued by a Technological Educational Institute (TEI) in the relevant specialty in Greece or other equivalent award by a Greek or foreign school, on the basis of which the above licence to practise as a social worker was granted.

For appointment in this branch you must also possess:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing Greek and foreign-language texts and tables.

### E. TECHNICAL PERSONNEL

The Technical personnel of Detention Facilities sees to the technical training and supervises the performance of work by prisoners.

The Technical-Agricultural Department of the Agricultural Detention Facilities is headed by an employee in branch IIE Agronomy and in case of lack of employees in this branch by an employee of branch TE-Agronomy Technology.

### BRANCH IIE-AGRONOMY

The filling of positions in branch IIE-Agronomy in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma issued by a department of Agronomy (Agricultural Engineering) or Plant Produce, or Animal Produce, or Agronomy, Plant and Animal Produce or equivalent awarded by a Greek Higher Educational Establishment or equivalent degree or diploma issued by a foreign school.

For appointment to this branch the following is also required:

- A licence to practise as a professional
- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH TE-AGRICULTURAL TECHNOLOGY

Specialties: Plant Produce

Animal Produce

### Agricultural machinery and irrigation

The filling of positions in branch TE-Agricultural Technology in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma issued by a department of Plant Produce, or Animal Produce, or Administration of Agricultural Enterprises of the School of Agricultural Technology of Greek Technological Educational Institutes (TEI) or equivalent degree or diploma issued by a foreign school.

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH TE-CIVIL WORKS TECHNOLOGY

The filling of positions in branch TE-Civil Works Technology in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a relevant degree or diploma issued by a Greek Technological Educational Institute (TEI) or equivalent degree or diploma issued by a Greek or foreign school.

For appointment to this branch the following is also required:

- Licence to practise as a professional
- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH TE-TECHNOLOGICAL APPLICATIONS

Specialties: Textile Manufacturing

Mechanical Engineering Technology

Electrical Engineering Technology

Vehicles

The filling of positions in branch TE-Technological Applications in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a relevant degree or diploma issued by a Greek Technological Educational Institute (TEI) or equivalent degree or diploma issued by a Greek or foreign school.

For appointment to this branch the following is also required:

- Licence to practise as a professional
- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

## BRANCH TE-ELECTRONICS

The filling of positions in branch TE-Electronics in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma issued by a department of Electronics or equivalent degree or diploma issued by a Greek Technological Educational Institute (TEI) or equivalent degree or diploma issued by a Greek or foreign school.

For appointment to this branch the following is also required:

- Licence to practise as a professional
- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

## BRANCH TE-GRAPHIC ARTS TECHNOLOGY

The filling of positions in branch TE-Graphic Arts Technology in the Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma issued by a department of Graphic Arts or equivalent degree or diploma issued by a Greek Technological Educational Institute (TEI) or equivalent degree or diploma issued by a Greek or foreign school.

For appointment to this branch the following is also required:

- Licence to practise as a professional
- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables and using design software.

## BRANCH ΔE PRINTING

The filling of positions in branch ΔE-Printing in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise printing
- Any degree or diploma or certificate of graduation from secondary or post-secondary education issued in Greece or equivalent award by a foreign school, on the basis of which the above licence to practise printing was granted.

## BRANCH ΔE AGRICULTURAL/CATTLE-BREEDING

Specialties: Plant Produce  
Animal Produce  
Agricultural Machinery

The filling of positions in branch ΔE-Agricultural/Cattle-Breeding in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise as a professional
- Any degree or diploma or certificate of graduation from secondary or post-secondary education issued in Greece or equivalent award by a foreign school, on the basis of which the above licence to practise as a professional was granted.

BRANCH ΔE-TECHNICAL

Specialties:

- a) Electricians
- b) Plumbers
- c) Carpentry works
- d) Cooks
- e) Drivers
- f) Technicians of Indoor Electrical Installations

The filling of positions in branch ΔE-Technical in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise as a professional
- Any degree or diploma or certificate of graduation from secondary or post-secondary education issued in Greece or equivalent award by a foreign school, on the basis of which the above licence to practise as a professional was granted.

BRANCH ΔE-ELECTRONIC TECHNICIANS

The filling of positions in branch ΔE-Electronic Technicians in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise as a professional
- Any degree or diploma or certificate of graduation from secondary or post-secondary education issued in Greece or equivalent award by a foreign school, on the basis of which the above licence to practise as a professional was granted.

F. PERSONNEL IN OTHER CATEGORIES  
BRANCH IIE CRIMINOLOGISTS

In Detention Facilities the work of Criminologists consists in assessing the effectiveness of the correctional and post-correctional policy.

The filling of positions in branch IIE-Criminologists in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree in Law, or Political or Social Sciences issued by a Greek Higher Educational Establishment or equivalent degree in a corresponding specialty and postgraduate diploma of specialization in Criminology issued by a Greek university or a degree in Criminology issued by foreign schools.

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH IIE PSYCHOLOGISTS

Employees in branch IIE-Psychologists are concerned with the investigation and treatment of problems encountered in the mental functions of prisoners or disorders of their personalities.

The filling of positions in branch IIE-Psychologists in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- A licence to practise as a psychologist
- Any degree or diploma issued by a Greek Higher Education Establishment or other equivalent award by Greek or foreign schools on the basis of which the above licence to practise as a psychologist was granted.

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH IIE SOCIOLOGISTS

The filling of positions in branch IIE-Sociologists in Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma issued by a Greek Higher Education Establishment or other equivalent award by a foreign school, in one of the following specialties;

- Sociology
- Social Administration
- Social Policy and Social Anthropology
- Social Anthropology

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH OF PRIESTS

The Priests of Detention Facilities are concerned with the religious, worshipping and pastoral education of prisoners.

The filling of the positions of branch IIE-Priests of Detention Facilities is done through selection, upon a recommendation by the Ministry of Justice, by the Metropolitan Bishop of the place where the Facility is located, from among priests holding any degree issued by a Greek Higher Education Establishment or Advanced Ecclesiastical School or graduates of the fourth year of a Greek Ecclesiastical High School.

### BRANCH TE-LIBRARIANS

The employees of the branch of Librarians are responsible for the organization and operation of libraries in Detention Facilities.

The filling of positions in branch TE-Librarians of Detention Facilities is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of a degree or diploma issued by a department of Librarianship of a Greek Technological Educational Institute (TEI) or equivalent degree or diploma issued by a Greek or foreign school.

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH TE INFORMATICS

Specialties: - Informatics

- Electronic Computing Systems

The employees of branch TE-Informatics in Detention Facilities are responsible for the support of the computer systems operating within the correctional services.

The filling of positions in branch TE-Informatics of Detention Facilities is done by ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of the respective academic degree or diploma issued by a Greek Technological Education Institute (TEI) or equivalent award by another Greek or foreign school. In case vacancies cannot be filled by candidates possessing the above qualifications, it is permitted to appoint candidates holding degrees or diplomas issued by Greek TEI or equivalent awards by foreign schools in a specialty defined in the specific announcement, as well as possessing

experience of at least two years in the specific area.

For appointment in this branch you must also possess:

- very good knowledge of a foreign language (English, French, German, Italian, Spanish).

PERSONNEL OF THE EDUCATION INSTITUTION FOR MALE MINORS IN  
VOLOS

As a result of the impending reformation of the legislation concerning the operation and staffing of Juvenile Education Institutions the currently applicable branches of personnel for these Institutions is not included herein.

PERSONNEL OF THE SERVICES OF PROBATION OFFICERS  
WITHIN JUVENILE COURTS

Probation Officers of Juvenile Courts are assigned the following work:

a) Conducting social investigation relevant to the family and personal situation of minors who are either charged with committing an offence or are under a moral risk on account of their environment or their personality or present antisocial behavior.

b) Exercising custody over minors when this has been imposed under a court or administrative order, and

c) Exercising supervision over juveniles in Juvenile Education Institutions who are on probational leave or have been released on probation from a Special Juvenile Detention Facility.

B R A N C H E S

- Branch IIE Probation Officers of Juvenile Courts
- Branch TE Probation Officers of Juvenile Courts

Special formal qualifications per branch:

BRANCH IIE – PROBATION OFFICERS OF JUVENILE COURTS

The filling of positions in branch IIE-Probation Officers of Juvenile Courts is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of a Greek Higher Education Establishment or equivalent foreign school, in one of the following specialties:

- Law
- Sociology
- Social Administration
- Social Policy and Social Anthropology
- Social Anthropology
- Philosophy, Education and Psychology, Major: Psychology
- Humanities and Social Studies
- Psychology

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

## BRANCH TE – PROBATION OFFICERS OF JUVENILE COURTS

The filling of positions in branch TE-Probation Officers of Juvenile Courts is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise as a social worker
- Any degree or diploma issued by a Technological Educational Institute (TEI) in the relevant specialty in Greece or other equivalent award by a Greek or foreign school, on the basis of which the above licence to practise as a social worker was granted.

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

## SERVICES OF SOCIAL AID PROBATION OFFICERS

Social Aid Probation Officers are assigned the work of aiding and supervising those who:

- a) are convicted under suspension of sentence on probation (article 104<sup>a</sup> of the Penal Code);
- b) are sentenced to a penalty commuted to obligation to offer community service (article 82 of the Penal Code);
- c) are released on parole (articles 105 et seq. of the Penal Code)

## B R A N C H E S

### BRANCH IIE – SOCIAL AID PROBATION OFFICERS

The filling of positions in branch IIE-Social Aid Probation Officers is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among graduates of a Greek Higher Education Establishment or equivalent foreign school, in one of the following specialties:

- Law
- Sociology
- Social Administration
- Social Policy and Social Anthropology
- Social Anthropology
- Philosophy, Education and Psychology, Major: Psychology
- Humanities and Social Studies
- Psychology

For appointment to this branch the following is also required:

- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)
- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH TE – SOCIAL AID PROBATION OFFICERS

The filling of positions in branch TE-Social Aid Probation Officers is done through ASEP (Supreme Council for the Selection of Personnel) following the priority list procedure under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- Licence to practise a profession under any degree or diploma issued by a Technological Educational Institute (TEI) in the relevant specialty in Greece or other equivalent award by a Greek or foreign school, on the basis of which the above licence was granted.

For appointment to this branch the following is also required:

- A licence to practice as a Social Worker
- Very good knowledge of a foreign language (English, French, German, Italian, Spanish, Russian)

- P/C skills for processing greek and foreign-language texts and tables.

### BRANCH ΔΕ – SOCIAL AID PROBATION OFFICERS

The filling of positions in branch ΔΕ Administrative-Accounting of Detention Facilities is defined in the announcement either following the priority list procedure or the written competition procedure, through ASEP (Supreme Council for the Selection of Personnel) under the provisions of Law 2190/94 as subsequently supplemented and amended, from among holders of:

- a Diploma of Vocational Training in any specialty of the department of Financial and Administrative Services (former Economy and Administration),
- a Certificate in the 1<sup>st</sup> or 2<sup>nd</sup> stream of Studies in a Technical Vocational Education Center in any specialty of the department of Economy and Administration,
- Graduation diploma:
  - of an Integrated Senior High School
  - of an Integrated Multi-Branch Senior High School in the following Branches:
    - a) Administrative Services-Secretaries
    - b) Economy
  - of a Technical Vocational Senior High School in the following Departments:
    - a) Accounts Office Clerks
    - b) Administration Clerks
    - c) Commercial Enterprises
  - of a General Senior High School
- other equivalent and corresponding certificate by a school unit in Greece or abroad.

For appointment in this branch you must also possess:

- P/C skills for processing Greek and foreign-language texts and tables.

**You may obtain information on appointment to the above services at the following telephone numbers:**

**210-7756722 or 210-7756868**

for appointments to the Central Service of the Ministry of Justice,  
the Forensic Services  
the Juvenile Probation Officer Services and  
the Social Aid Services

**210-7489233 or 210-7782314 or 7756868**

for appointments to the Detention Facilities

**You may find the decisions-announcements for filling vacant positions at the Ministry of Justice website.**