

20 Administrative Scrivener

An administrative scrivener is a specialist in legal procedures. Administrative scriveners submit legal documents to public offices, prepare evidentiary documents and give legal advice. Part of the work of administrative scriveners is to help foreign residents who have lived in Japan for many years and wish to gain Japanese citizenship.

Anyone can take the national qualification exam for administrative scriveners so it is possible to study part-time for the exam while working.

Becoming an administrative scrivener:



Prepare now:

To become an Administrative Scrivener, you must pass an exam that tests knowledge of the Constitution of Japan, the Civil Code and other laws. Japanese language proficiency and legal knowledge is essential. Work towards improving both your native language and Japanese skills. Also make sure to be diligent in your studies at school.

Job prospects:

It is possible to either work at an administrative scrivener's office or to work at your own business. Depending on the type of work of an administrative scrivener, the annual income can be 2 million yen to upwards of 6 million yen.

Tuition:

To pass the exam, you can either attend a preparatory school or study independently. Many people who already have legal knowledge buy reference books to study for the exam. However as it is very difficult to pass the exam by studying independently, many people choose to attend a preparatory school.

The tuition fee for a preparatory school is approximately 200,000 yen. On the other hand, it is also possible to do a correspondence course which only costs 60,000 yen over 6 months.