

# Statement of Duties

## Magistrates Court of Tasmania Court Clerk

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### Objective

Contribute to the objectives of the Magistrates Court of Tasmania and the operations of the lower court system through the co-ordination and recording of proceedings in court and in Chambers and by undertaking a range of associated administrative and clerical functions.

### Duties

- Co-ordinate the day to day activities of the court, including pre-court checking, preparation and organisation of files, documents, exhibits, correspondence, statistics and liaison with Court Security.
- Ensure the proper and accurate recording and monitoring of court proceedings, including the monitoring and operation of technical equipment, together with the completion of all court records and associated correspondence.
- Provide a comprehensive level of administrative support and assistance to the Magistrate including chambers filing and under direction from the Magistrate provide acts, statutory rules, sentencing materials and other resources as required.
- Administer and maintain court files, the Magistrates Diary and ensure effective case management and procedural guidelines are maintained.
- Liaise with Magistrates, court staff, members of the public, the legal profession and prosecution to ensure orderly and efficient court proceedings.
- Discharge delegated responsibilities in respect of the business of any court.
- Provide relief to other Court Clerks in periods of leave, sickness and high workload.
- Support the training and development to new Court Clerks and assist in other areas of the court as directed by the Team Leader/Manager.
- Any other duties as directed by the Team Leader/Manager.

### Level of responsibility

- Responsible for the effective and efficient delivery of the court's services in accordance with Departmental and Branch objectives within allocated resources and agreed timeframes.
- Required to use initiative and exercise discretion in resolving non-standard issues. The exercise of a formal delegation may be required.
- Upholding and championing the Department's commitment to the safety and wellbeing of children and young people; actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.

- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents.
- Participating in the development and improvement of safety initiatives and safeguarding practices for children and vulnerable people (including to attend relevant child safety and wellbeing training provided by the Department).
- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.

## **Direction and supervision received**

- General direction and supervision received from the Team Leader or Manager, Magistrates Court. The work undertaken requires individual prioritising and time management.
- Functions undertaken are relatively specialised and are to be performed in a manner consistent with an extensive knowledge of specific work practices and procedures.

## **Selection criteria**

1. Demonstrated knowledge and understanding of Court and State Service procedures and legislation, or a demonstrated ability to acquire such knowledge within a reasonable timeframe.
2. High level communication skills, both written and oral including the ability to legibly record a variety of information with speed and accuracy by keyboard and by writing.
3. Sound interpersonal skills to interact with a wide range of people in a legal environment. An appreciation of negotiation and conflict resolution, and confidentiality, with demonstrated ability to work effectively in a team environment and independently.
4. Demonstrated knowledge and experience in the use of current office technology including digital recording, video and telephone conferencing, web site management and software, or the ability to acquire that knowledge and adapt to new technology and procedures quickly.
5. Effective self-management skills including the ability to manage competing tasks, exercise initiative and sound judgement, operate effectively under pressure and adapt to and positively participate in change management.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 of Business Administration or equivalent level.
- Current drivers licence

# Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

## Position summary

<b>Title</b>	Court Clerk
<b>Number</b>	Generic
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 3
<b>Division</b>	Justice and Reform
<b>Full-time equivalent</b>	Various
<b>Output Group</b>	Magistrates Court
<b>Branch</b>	Administration of Justice
<b>Supervisor</b>	Team Leader / Manager
<b>Direct reports</b>	Nil
<b>Location</b>	South, North, North-West
<b>Position category and funding</b>	A005, A007, A006, A008, A011

Human Resources, Department of Justice

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Last reviewed: February 2025