

Office of the Director of Public Prosecutions

Statement of Duties – March 2021

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| Title | Child Safety Administrative Assistant |
| Number | 356542 |
| Award | State Service Award |
| Classification | Band 2 |
| Output Group | Legal Services |
| Full Time Equivalent | 1.00 |
| Division | Office of the Director of Public Prosecutions |
| Branch | Office of the Director of Public Prosecutions |
| Supervisor | Supervising Law Clerk |
| Direct Reports | - |
| Location | Hobart |
| Terms of Employment | Fixed Term, full time from asap until 30 June 2022, 73.50 hours per fortnight. Some intrastate travel may be required. |
| Position category and funding | Cost Code: A743 |

The Department of Justice

Aim

A safe, fair and just Tasmania.

Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

Divisional Information

Visit the [website](#) for more information.

About the position

Objective

Contribute to the effective and efficient operation of the Office of the Director of Public Prosecutions in a team environment by the provision of administrative, word processing and clerical support to legal, administrative and clerical staff.

Duties

- Undertake a wide range of clerical and administrative duties to support the efficient and effective delivery of state-wide child safety legal services and the operations of the Complex Drugs, Fraud and Unexplained Wealth Unit in the Office of the Director of Public Prosecutions.
- Undertake word processing, transcribing of audio material, preparation of correspondence and document production duties of a highly confidential nature.
- Undertake data entry including the updating and maintenance of a legal practice database, and utilise the database tools for preparation of documentation using merge files and statistics.
- Provide personal and telephone reception facilities of a high quality ensuring sensitive and confidential handling of enquiries, including attending to public inquiries, liaison with witnesses, the legal profession, courts, child safety officers and police.

Level of responsibility

- Responsible for the effective and efficient delivery of services in accordance with Director of Public Prosecutions and Crown Law objectives within allocated resources and agreed timeframes. Expected to exercise initiative, discretion and sensitivity in the resolution of both routine and non-standard issues. Responsible for maintaining current knowledge of relevant departmental policies and procedures.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

Direction and supervision received

General supervision and direction is provided by the Supervising Law Clerk and the Child Safety Legal Group Service Manager. Expected to be able to use initiative and exercise discretion in resolving non-standard issues.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Clerical experience in a legal office including a sound proficiency in the delivery of face to face and telephone reception services, mail handling, document production and document collation.
2. A high standard of use of the English language with particular emphasis on spelling, punctuation and expression, together with a high degree of attention to detail.
3. Demonstrated ability to use Microsoft computer software programs and standard office equipment to quickly and accurately record information and produce documents from hand written notes, recordings, and other documents with a minimum keyboard skill of 60 WPM.
4. Ability to work effectively either individually or as a member of a team.
5. Ability to follow procedures and to complete tasks accurately within set timeframes, and to plan, organise and set priorities in an environment subject to work pressures and change.
6. Demonstrated ability to communicate and liaise effectively with a wide range of people in a sensitive and confidential manner.

Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.

- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

DoJ has a zero tolerance approach to violence, including any form of family violence. DoJ takes an active role in supporting employees and their families and is committed to providing a workplace that promotes safety and wellbeing of all employees.*

**The Department accepts the Tasmanian legal definition of violence.*

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

Requirements

Essential requirements

Nil

Desirable requirements

Nil

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:

- I. 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.