

Supreme Court

Statement of Duties – April 2018

Title	Court Support Officer
Number	356806
Award	Tasmanian State Service Award
Classification	General Stream Band 2
Output Group	Administration of Justice
Full Time Equivalent	Casual
Division	Supreme Court
Branch	Northern Region
Supervisor	District Registrar
Direct Reports	Nil
Location	Launceston
Terms of Employment	Fixed-term, casual for a period of three (3) years
Position category and funding	A027

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

The Supreme Court provides a system for the efficient administration of justice and support for the judiciary in the discharge of their duties.

The Supreme Court is the highest court in the state, with the responsibility for both civil and criminal matters. The Supreme Court has unlimited jurisdiction in criminal and civil matters except where legislation, either Commonwealth or State, provided otherwise.

The Supreme Court is also a court of review from the Magistrates Court and the majority of tribunals that exercise specialist jurisdiction. The Court has jurisdiction to review decisions and hear applications under a wide range of statutory provisions. The Supreme Court also deals with probate matters.

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

About the position

Objective

The objective of the position is to contribute to the Court by assisting in the provision of a secure court environment for judges, court employees and court users.

Duties

- In accordance with the *Admissions to Courts Act 1916* and any other relevant legislation provide security services to the Supreme Court by:
 - Screening people attending court and court premises including conducting screening and searches of personal effects
 - removing people from courts and court premises in accordance with the statutory provisions and under direction from judicial and other authorised officers
 - carrying out other duties as provided by the relevant statutory provisions and as directed by judicial and other authorised officers
- Provide court services by:
 - ensuring the safety and security of Judges, Jurors and other court users whilst in Court and at other times as directed
 - monitoring the behaviour of court users to ensure compliance with statutory requirements and court protocols
 - assess any potential threat to the buildings or court users including any arising from the behaviour of people in the court premises
 - ensuring court rooms are secure and court files, exhibits and other materials in court rooms are protected from unauthorised access or removal
 - providing directions and information to court users, including Jurors
- Provide support to the Sheriff's office including execution of writs, rules, orders and warrants and assist with Juror administration as required.
- Provide administrative support to the Supreme Court Registries and act as Judge's Attendant as required.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications, and experience normally expected from persons occupying jobs at this classification level.

Level of responsibility

- Directly responsible for the completion of specific tasks and for contributing to the achievement of team objectives based on established guidelines. This position requires a comprehensive

understanding of relevant procedures and the incumbent is expected to apply sound judgment when exercising the powers of an authorised officer. The successful applicants will be required to undertake training.

- 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

- Work is undertaken under general direction and supervision.

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. A general understanding of the roles and functions of courts, and the security issues relevant to courts, or the capacity to quickly acquire such knowledge.
2. Good communication and interpersonal skills, including the ability to liaise with a range of stakeholders including the Judiciary, legal profession, staff and the public.
3. Conflict resolution skills, including the ability to exercise judgement and tact in dealing effectively with challenging behaviour.
4. The ability to observe the behaviour of others and to determine whether that behaviour constitutes a threat to court security.
5. General administrative skills with the capacity to adapt and participate in organisational change and to deal with multiple tasks simultaneously.
6. The ability to work either individually or as part of a team in the efficient and timely delivery of services.

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). In particular the expectations are as follows:

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. 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

- Driver's Licence (Motor vehicle)

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.