

## Supreme Court

### Statement of Duties – April 2018

|                                      |   |
|--------------------------------------|---|
| <b>Title</b>                         | Transcription Typist  |
| <b>Number</b>                        | 350139  |
| <b>Award</b>                         | Tasmanian State Service Award   |
| <b>Classification</b>                | General Stream Band 2   |
| <b>Output Group</b>                  | Administration of Justice   |
| <b>Full Time Equivalent</b>          | Causal  |
| <b>Division</b>                      | Supreme Court   |
| <b>Branch</b>                        |   |
| <b>Supervisor</b>                    | Coordinator Transcribing Services                                       |
| <b>Direct Reports</b>                | Nil   |
| <b>Location</b>                      | Launceston  |
| <b>Terms of Employment</b>           | Causal, fixed-term for a period of three (3) years. Hours are variable. |
| <b>Position category and funding</b> | <b>A017</b>   |

## 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.

More information about the Supreme Court is available at

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

## About the position

### Objective

Contribute to the Court by providing accurate and timely transcription of court proceedings utilising integrated audio-visual court recording.

### Duties

- Provide accurate and timely transcription services including transcribing records of criminal and civil court proceedings.
- Maintain accurate records in relation to transcript production and time allocation.
- 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 and instruction both written and verbal.
- 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 specific direction and routine supervision from the Senior Registry Administration Officer.

## 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. Experience in using current officer technology to deliver services including high level audio typing and document production skills and an ability to adapt to new technology procedures.
2. A general understanding of legal, medical or and other technical terminology, or the ability to acquire that understanding quickly.
3. Clerical experience and general administrative skills relevant to the nature of the position.
4. Effective communication skills, both verbal and written; including a high standard of use of the English language with particular emphasis on spelling and grammar.
5. Ability to work effectively either individually or as part of a team in the efficient and timely delivery of services.
6. Organisational skills including the ability to complete tasks accurately and within deadlines and the capacity to work under pressure in a sensitive and confidential environment.

## 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

- Typing speed of 80 words per minute and experience in the use of court recording systems.

## 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.