

Office of the Director of Public Prosecutions

Administration Officer – Statement of Duties

Objective

This position contributes 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. This role focusses on delivering support to the areas of Child Safety and Complex Drugs, Fraud and Unexplained Wealth Units.

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.
- Compile, vet, and file documents such as indictments, subpoenas, Crown Papers and arrange service on defence counsel and defendant.
- Assist in the effective presentation of criminal prosecutions.
- Prepare reports on the results of criminal cases and arrange for the preparation of reports and other documentation required by the Supreme Court and the DPP
- 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 support to other areas within Crown Law as required.

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.

- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- General supervision and direction is provided by the Manager Business Support 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

1. Demonstrated clerical experience in a legal office in providing administrative support.
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 and accuracy.
3. Demonstrated ability to use Microsoft computer software programs and standard office equipment to quickly and accurately record information and produce documents and reports from hand written notes, recordings, and other documents with a minimum keyboard skill of 60 WPM.
4. Demonstrated ability to follow procedures and to complete tasks accurately on different streams of work within set timeframes, and to plan, organise and set priorities in an environment subject to work pressures and change.
5. Ability to work effectively either individually or as a member of a team.
6. Demonstrated ability to communicate and liaise effectively and maintain positive working relationships with a wide range of people in a sensitive and confidential manner.

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.

Position Summary

Title	Administration Officer
Number	356542
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	Legal Services
Full Time Equivalent	1.00
Output Group	Office of the Director of Public Prosecutions
Branch	Office of the Director of Public Prosecutions
Supervisor	Manager Business Support
Direct Reports	Nil
Location	Hobart
Position category and funding	Cost Code: A743