

Tasmania Prison Service

Prison Administration Clerk – Statement of Duties

Objective

Provide an effective and efficient delivery of a range of administration services across a number of business units.

Duties

- Undertake reception duties at the Visitor Reception Centre, including telephone reception, booking visits, receipting of prisoner property, registration of biometric data and responding to general enquiries.
- Undertake financial tasks including receipting of monies, processing of prisoner requests and financial transactions, together with the reconciliation and banking of monies.
- Perform various administrative functions including drafting of correspondence, screening of visitor applications, management of electronic diaries and filing of documentation.
- Process mail, incoming and outgoing, in accordance with organisation policy and procedures.
- 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

- Performs routine work based on standard procedures. Decisions are made in accordance with established guidelines and instructions, either written or verbal. Flexibility is expected.
- 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

- This position reports to the Senior Administration Officer and will work under general supervision. Duties are undertaken within the scope of established policies, procedures and guidelines.

Selection criteria

1. General clerical experience including knowledge and experience relevant to the nature of the duties or the capacity to quickly acquire this knowledge.
2. Well-developed communication, interpersonal and conflict resolution skills, including the ability to liaise effectively with a diverse range of staff and clients.
3. Ability to work effectively, either individually or as part of a team, in the efficient and timely delivery of professional client-focused services.
4. Ability to follow procedures and plan, organise and set priorities in an environment subject to work pressures and change.
5. Proven ability to use current office technology to deliver a range of services and a capacity to adapt to new technology and procedures.
6. A demonstrated commitment to confidentiality.

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:

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

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| Title | Prison Administration Clerk |
| Number | Generic |
| Award | Tasmanian State Service Award |
| Classification | General Stream Band 2 |
| Division | Corrective Services |
| Full Time Equivalent | 1.0 FTE |
| Output Group | Tasmania Prison Service |
| Branch | Various |
| Supervisor | Senior Administration Officer |
| Direct Reports | Nil |
| Location | Risdon Prison |
| Position category and funding | A690 |