

Supreme Court

Court Operations Officer – Statement of Duties

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 *Court Security Act 2017* 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.
- 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

- Work is undertaken under general direction and supervision.

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.

Essential requirements

- Nil

Desirable requirements

- Current Driver's Licence.

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 | Court Operations Officer |
| Number | 356806 |
| Award | Tasmanian State Service Award |
| Classification | General Stream Band 2 |
| Division | Justice and Reform |
| Full Time Equivalent | Casual |
| Output Group | Supreme Court |
| Branch | Northern Region |
| Supervisor | Jury and Security Co-ordinator |
| Direct Reports | Nil |
| Location | Launceston |
| Position category and funding | A027 |