

## Supreme Court

# Executive Officer (Registrar) – Statement of Duties

### Objective

The objective of this position is to contribute to the Court by providing high level executive support to the Registrar and to provide professional administrative support to other senior staff members.

### Duties

- Manage and co-ordinate the administrative and clerical functions associated with the day-to-day operations of the Office of the Registrar by providing high level executive and secretarial support to the Registrar including:
  - producing quality documents for a range of purposes, including ministerial and other briefings, judges' meetings, the Rule Committee, and annual and quarterly reports
  - Collating and distributing meeting papers, minute taking and monitoring of follow up actions
  - Co-ordinating correspondence and telephone enquiries.
  - Managing diaries, visitor reception, travel and meeting coordination
  - Managing office records and performing timely and accurate entry of data into Court databases and information systems.
- Provide high level administrative and secretarial support to the Deputy Registrar and Assistant Deputy Registrar as required.
- Co-ordinate inputs to reports and projects and provide specialised executive support, including:
  - Organising the Opening of the Legal Year and ceremonial court sittings.
  - Preparing agendas and organising staff meetings, functions, conferences and seminars.
  - Providing a central coordination point for Ministerial briefings, responses to the Secretary's office and Parliamentary budget estimate committee hearings.
- Contribute to managing the Court's internet and intranet, including editing and uploading material as required.
- Relieve or assist the probate, civil and criminal registries as well as Executive Support Officers in Judges' Chambers as required.

- Co-ordinate and support mediations arising under the *Alternative Dispute Resolution Act 2001* in the Hobart Registry, including:
  - Allocating files to mediators and booking conference rooms.
  - Corresponding with parties or their legal practitioners to arrange mediations.
  - Engrossing consent judgments arising from mediations.
  - Recording mediation outcomes in the Court's civil data base.
- 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**

- Responsible to the Registrar for the achievement of tasks and objectives working with minimal supervision and exercising independence in undertaking the role.
- 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 with general direction and supervision from the Registrar.
- The incumbent must exercise initiative, sound judgment, tact and discretion in the completion of the duties, and maintain a high level of confidentiality.

## **Selection criteria**

1. High-level organisational skills including the ability to work effectively and flexibly, set priorities and manage variable workloads.
2. High level communication skills, both written and oral, with the ability to handle sensitive situations with diplomacy, discretion and maintain a high level of confidentiality.
3. Excellent teamwork skills and capacity to adapt to new and unfamiliar situations as required.
4. Sound information and communication technology skills with a high level of accuracy and proven experience in using software to enhance work performance and the efficiency of the Office of the Registrar.

5. A broad understanding of the legal system, the operation of the courts, legal terminology, legal library functions and legal searching, or the capacity to acquire this knowledge quickly.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Typing speed of 70 words per minute
- Audio typing skills with a high degree of accuracy

## **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

<b>Title</b>	Executive Officer (Registrar)
<b>Number</b>	350350
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 4
<b>Division</b>	Justice and Reform
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Supreme Court
<b>Branch</b>	Registry
<b>Supervisor</b>	Registrar
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Position category and funding</b>	A022