

Supreme Court

Registry Administration Assistant - Statement of Duties

Objective

To contribute to the provision by the Supreme Court of a system for the efficient administration of justice and support for the judiciary in the discharge of their duties. This involves the timely disposal of matters coming before the Court and by providing administrative and clerical support associated with the day-to-day operations of the Registry.

Duties

- Undertake general administrative and clerical functions associated with the day-to-day operations of the Hobart Civil, Criminal and Probate Registries including:
- Complying with any reasonable directions given by senior officers in the Court Registries.
- Entry, retrieval and searching of information and events from the case management system of each Registry.
- Receiving, vetting and issuing documentation lodged in the Court Registries.
- Responding to general counter and telephone enquiries.
- Collection, sorting and distribution of mail.
- Archiving of records.
- Assist the listing clerk with the maintenance of court diaries.
- Undertake other duties as may be required from time to time including providing assistance in the other areas of the court as required.
- Contribute to the achievement of team objectives by working in a small multi-skilled team.
- 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 satisfactory 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.
- 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 from the Registry Supervisor

Selection criteria

- Broad understanding of court administration and practices and procedures, or a demonstrated ability to acquire the relevant knowledge and skills within a reasonable time frame.
- Clerical and administrative skills relevant to the duties of the position or a demonstrated capacity to quickly acquire the skills.
- Good communication and interpersonal skills, including the ability to liaise with a range of stakeholders including the Judiciary, legal profession and staff at all levels.
- Effective skills in using current office technology to deliver services and an ability to adapt to new technology and procedures.
- Good self-management skills, with the capacity to adapt and participate in organisational change and to deal with multiple tasks simultaneously.
- Ability to work either individually or as part of a team in the efficient and timely delivery of professional client services.

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	Registry Administration Assistant
Number	356595
Award	Tasmanian State Service Award
Classification	General Stream Band 2
Output Group	Justice and Reform
Full Time Equivalent	1.0
Division	Supreme Court
Branch	Registry
Supervisor	Registry Supervisor
Direct Reports	Nil
Location	Hobart
Position category and funding	A022