

## Supreme Court

# Court Support Officer – Statement of Duties

### Objective

The objective of the position is to contribute to the Court by assisting in the provision of administration for judges, court employees and court users.

### Duties

- Provide administrative assistance to the judges of the Supreme Court by attending judges in Court and in Chambers including:
  - ensuring the availability of reference material;
  - maintaining lists of authorities;
  - preparing court rooms, chambers and jury rooms;
  - swearing in witnesses, jurors and other personnel;
  - assist the Associates;
- 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
  - providing directions to court security as directed by the Judiciary
- Provide support to the Sheriff's office including execution of writs, rules, orders and warrants and assist with Juror administration as required.
- Knowledge and skills required to act as an associate when required including:
  - use of JAVS in court audio and video recording, logging and playback.
  - use of the Liberty in court audio and video recording and playback.
  - use of Criminal Case Management System and Civil Registry Management System for file management and document generation.
- Capacity to utilise ICT and problem solve with support including:
  - knowledge in use of Video linking facilities and in court display facilities.
  - fault finding and problem solving skills beyond that of an operator level, to enable the streamlined operation of all in court technology.

- 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.

## **Direction and supervision received**

- Work is undertaken under general direction and supervision.

## **Selection criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the 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. Ability to effectively use of courtroom technology including video and audio conferencing and court recording systems
4. Ability to effectively use current office technology to deliver services, particularly database and word processing skills
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 professional client services.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Driver's Licence (Motor vehicle)

## **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>	Court Support Officer
<b>Number</b>	357410
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 2
<b>Division</b>	Supreme Court
<b>Full Time Equivalent</b>	0.5 FTE
<b>Output Group</b>	Administration of Justice
<b>Branch</b>	North West Region
<b>Supervisor</b>	District Registrar
<b>Direct Reports</b>	Nil
<b>Location</b>	Burnie
<b>Position category and funding</b>	Permanent, part time, 36.75 hours per fortnight. A015