

Magistrates Court Fixed-Term Employment Register

Administration Officer
Court Clerk

This information package provides an overview of the Magistrates Court Fixed-Term Employment Register for Administration Officers and Court Clerks and explains the application selection process.

What is the Fixed Term Employment Register?

The Register is established to provide Magistrates Court with a pool of suitable people who are available to undertake the duties of Administration Officer and/or Court Clerk for a fixed-term period to assist the Magistrates Court complete its functions. The Magistrates Court can make appointments from the Register on a fixed term casual, part time or full time basis at such times as its regular staffing levels are insufficient, subject to budget constraints. Applicants considered suitable for the register can be selected for fixed term vacancies when they arise but terms will be no longer than 12 months.

Application process

If you wish to be considered, you are invited to apply online. It is important to complete all sections of the online application process to ensure correct information is recorded. Submitting applications by email to hr.recruitment@justice.tas.gov.au should only occur when online lodgement is not available.

Selection Criteria

This is one of the most important components of a job application. Addressing the selection criteria enables applicants to demonstrate to the selection panel their qualifications and competencies relevant to the criteria of the position. To be considered for interview, applicants must specifically address the selection criteria for the position. This should be a long-form application, addressing each selection criteria in detail (approximately half a page per criteria).

Salary Range

Successful applicants will be paid in accordance with the *Tasmanian State Service Award* and will be entitled to conditions of employment as prescribed under the *Tasmanian State Service Award* and appropriate *Ministerial and Employment Directions*.

Remuneration will be subject to variations applicable from time to time in accordance with variations to the above award.

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Following receipt of your application, you will receive an email advising that your application has been received.

Applications will be assessed on the basis of merit prior to being placed on the Register. Applicants who have been merit-assessed and considered not suitable for the duties to be performed will be notified that they will not be included on the employment register.

Applicants deemed eligible for admission to the register will remain on the register until they advise the Magistrates Court in writing that they wish to be removed from the register or until the register expires. It is the applicant's responsibility to ensure that all details remain current.

Selection from a Register

Successful applicants will have their details recorded on the register. When a vacancy becomes available, the register will be used to identify persons who are available. Where vacancies are identified and more than one applicant is identified as suitable to undertake the particular appointment, then the highest ranked applicant will be offered the vacancy first.

It should be noted that being successful in obtaining a place on the register does not imply or guarantee an offer of employment. Applicants who are particularly interested in long-term employment are encouraged to apply for vacancies advertised in the Tasmanian Government Gazette, via the website at www.jobs.tas.gov.au and local newspapers.

Further Information

If you would like further information about the Magistrates Court, please visit our [website](#).

Thank you for your interest and we look forward to receiving your application.