

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Law Clerk
Position Number	005228, 005229, 005344
Business Unit	Southern District
Branch / Section	Southern Regional Prosecution Services (SRPS)
Location	South
Immediate Supervisor	Officer-in-Charge Southern Prosecution
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term, Full Time, Part Time
Classification	Band 3

Focus:

To provide administration and clerical support to prosecutors within the office and attendance at the Hobart Magistrates Court.

Primary Duties:

- Undertake administrative, clerical, data entry and duties to support the preparation of court files.
 - Support Prosecutors manage large listings in 'Lock Up Courts' and 'Youth Justice Plea Courts'.
 - May be required to assist the prosecutor, manage witnesses and victims in preparation for hearings.
 - Prepare routine correspondence and reports for the Officer-in-Charge and prosecutors and support the re-listings of complaints and management of warrant files.
 - Deal with enquiries, liaise with DPFEM personnel, court officers and other Department of Justice employees as well as members of the public on a personal basis and by telephone / email.
 - To perform such other clerical or court duties as may be required from time to time.
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Scope of Work:

The position(s) is located within Prosecution Services Hobart. The nature of the duties of this position requires deadlines to be met in an environment of competing priorities which may result in flexible hours of work and/or, to a lesser extent, out of hours work.

Direction and Supervision:

Direction and supervision will be provided by experienced prosecution members including Legal Practitioners and Police Officers under the direction of the Officer-in-Charge Southern Prosecution Services.

Selection Criteria:

1. Demonstrated knowledge and understanding of Court and State Service procedures and legislation, or a demonstrated ability to acquire such knowledge within a reasonable timeframe.
2. High level communication skills, both written and oral including the ability to legibly record a variety of information with speed and accuracy by keyboard and by writing.
3. Sound interpersonal skills to interact with a wide range of people in a legal environment. An appreciation of negotiation and conflict resolution, and confidentiality, with demonstrated ability to work effectively in a team environment and independently.
4. Effective self-management skills including the ability to manage competing tasks, exercise initiative and sound judgement, operate effectively under pressure and adapt to and positively participate in change management.

Qualifications and Experience:

Desirable:

Experience working in a legal environment or working towards a legal qualification.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated

by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and

resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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 positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

A GHUMAN
MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: 14 May 2024