

Supreme Court

Judge's Associate – Statement of Duties

Objective

The objective of this position is to contribute to the Court by co-ordinating proceedings in court and in chambers.

Duties

- Co-ordinate proceedings in court and in chambers including conducting pre-trial documentation checks, obtaining authorities, monitoring and recording proceedings, and performing formal procedural roles including empanelling juries, taking pleas, and swearing witnesses.
- Make proper and accurate records of court proceedings including keeping electronic minutes of proceedings, recording orders, recognisances, bail orders and criminal calendars.
- Undertake legal research tasks as directed by the Judge.
- Provide administrative assistance to the Judge including co-ordinating listings, diary management, visitor reception, liaison with practitioners on behalf of the Judge, proofing judgments and decisions and other tasks of an administrative nature as directed by the Judge.
- 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 for the effective and efficient delivery of the team's services in accordance with departmental and Branch objectives within allocated resources and agreed timeframes.
- Responsible for maintaining current knowledge of relevant legislative and departmental/Government policies and 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

- The occupant of this position is directly responsible to the Judge.
- Work is undertaken under routine supervision from the Judge and choices are made based on established guidelines; however, a degree of independent decision-making is required.
- The incumbent is directly responsible for the completion of tasks and for contributing to the achievement of team objectives.

Selection criteria

1. Ability to carry out legal research tasks in a timely, accurate and effective manner.
2. A broad understanding of, or experience in, court administration including a knowledge of legal terminology, and an awareness of established practices and procedures, or the capacity to quickly acquire such knowledge and skills.
3. Well-developed communication and interpersonal skills with an emphasis on the ability to communicate clearly, accurately and diplomatically at all levels.
4. Demonstrated clerical and organisational skills, together with effective skills in using current office technology to deliver services (particularly database and word processing skills), and the ability to operate new technology including the Court's digital recording and logging system.
5. Effective self-management and time-management skills, with the capacity to adapt and participate in organisational change and team-based problem solving, and to deal with multiple tasks simultaneously.
6. 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

- A law degree or substantial progress towards a degree
- Completion of the Tasmanian Legal Practice Course at the Centre for Legal Studies, Hobart, or, other practical legal training course approved by the Board of Legal Education.
- Admitted as legal practitioner, or expect to be admitted in Tasmania
- Applicants hold a full drivers licence.

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

Title	Judge's Associate
Number	350404
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	Justice and Reform
Full Time Equivalent	1.0 FTE
Output Group	Supreme Court
Branch	Hobart
Supervisor	Judge
Direct Reports	Nil
Location	Hobart
Position category and funding	A019, A024