

## Office of the Director of Public Prosecutions

### Administration Officer (356363) – Statement of Duties

#### Objective

This position assists the Director of Public Prosecutions in the conduct and management of the business of the Summary Prosecution Section by providing high level administrative and clerical support to the Director, Child Safety Legal Group Service Manager and Child Safety Practitioners.

#### Duties

- Manage the Child Safety Legal Group's email box and refer or act on work as required.
- Undertake word processing, transcribing of audio material, preparation of correspondence and document production duties of a highly confidential nature.
- Undertake data entry including the updating and maintenance of the legal practice database, and utilise the database tools for preparation of documentation and statistics.
- Provide personal and telephone reception facilities of a high quality ensuring sensitive and confidential handling of enquiries, including attending to public inquiries, liaison with witnesses, the legal profession, courts, child safety officers and police.
- Provide clerical and administrative relief for the Administration Officer (Criminal) in the Burnie office, as required.
- Provide clerical and administrative assistance to other DPP legal practitioners, as required, including the management of video links.
- Undertake general office management and maintenance duties and coordinate work as required in liaison with the Director Crown Law.

#### Level of responsibility

- Responsible for the effective and efficient delivery of clerical and administrative services in accordance with the directions, policies and guidelines of the Director of Public Prosecutions and within allocated resources and agreed timeframes.
- 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

- General supervision and direction is provided by the Child Safety Legal Group Service Manager. Expected to be able to use initiative and exercise discretion in resolving non-standard issues.

## 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. Extensive knowledge of legal and court processes relating to criminal or summary prosecutions and associated legislation, or the aptitude to quickly acquire such knowledge.
2. A high level of personal initiative and resourcefulness, including demonstrated organisational skills that enable the co-ordination and management of a variety of tasks at the same time, and the planning and completion of work activities within pre-determined timeframes and to specified performance standards.
3. Demonstrated high level communication skills, including the capacity to effectively convey complex legal information to non-specialists; and the ability to relate and liaise positively with complainants, witnesses, legal practitioners, judicial officers, police officers, child safety staff and court staff.
4. Demonstrated understanding of confidentiality and the ability to frequently deal with disturbing documents and images associated with the prosecution of indictable crime and summary matters.
5. High level clerical and computer skills including the ability to record a variety of information with speed and meticulous accuracy, file management, and a high standard of use of the English language including spelling, punctuation and expression.
6. Ability to work effectively either individually or as a member of a team to provide an efficient and timely delivery of a professional service.

## Essential requirements

- Current drivers licence.

## Desirable requirements

- Tertiary qualification in a relevant discipline.

## 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

<b>Title</b>	Administration Officer
<b>Number</b>	356363
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 3
<b>Division</b>	Legal Services
<b>Full Time Equivalent</b>	1.00 FTE
<b>Output Group</b>	Office of the Director of Public Prosecutions
<b>Branch</b>	Summary Prosecutions including CSLG
<b>Supervisor</b>	Child Safety Legal Group Service Manager
<b>Direct Reports</b>	Nil
<b>Location</b>	Burnie
<b>Position category and funding</b>	Cost Code: A743