

Supreme Court

Registry Administration Officer – Statement of Duties

Objective

The objectives of this position are to manage the Judges' Miscellaneous Civil Business Lists in an efficient, effective and timely manner, to provide appointment's for the taxations of costs and to contribute to the Court by providing clerical support associated with the day-to-day operations of the Registry of the Supreme Court.

Duties

- Contribute to the timely disposal of short cause civil matters coming before the Court through the efficient processing of documentation and files, and the timely and effective co-ordination of the Associate Judge's lists.
- Allocate hearing dates for the taxations of costs before the Registrars' of the Court.
- Provide procedural advice to internal and external clients including advice in relation to procedures under acts, regulations, rules, practice directions, and policies applicable in the Supreme Court.
- Settle orders and judgments in accordance with the Supreme Court rules, practices and procedures.
- Provide administration and clerical assistance to the Criminal Registry, Sheriffs' Office and Probate Registry in order to maintain the coherent functioning of the Registries.
- Advise the Lower Courts of the results of Supreme Court hearings and receive and dispose of Civil Court exhibits.
- Carry out allocated duties and act as a relief in the Accounts sections as well as acting as Judge's Associate to the Associate Judge as required.
- 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.
- 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

- Receives general direction and general supervision based on established procedures and practices.

Selection criteria

1. Sound understanding and experience in court administration including knowledge of legal terminology, and an awareness of established practices and procedures, or a demonstrated capacity to develop such knowledge within a reasonable time frame.
2. Clerical experience and general administration skills relevant to the nature of the duties that demonstrate an ability to perform the tasks associated with this position.
3. High-level communication and interpersonal skills, including the ability to liaise effectively with clients and staff at all levels.
4. Experience in using current office technology to deliver services and an ability to adapt to new technology and procedures.
5. Effective organisational skills, with the capacity to adapt and participate in organisational change 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.
7. Sound understanding of accounting practices and general bookkeeping skills and the ability to use digital audio recording technology.

Essential requirements

- Nil

Desirable requirements

- Nil

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.

Title	Registry Administration Officer
Number	356650
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	Supreme Court
Full Time Equivalent	1.0 FTE
Output Group	Supreme Court
Branch	Registry
Supervisor	Registry
Direct Reports	Nil
Location	Burnie
Position category and funding	A016