

Office of the Director Public Prosecutions

Administration Officer – Statement of Duties

Objective

This position assists the Director of Public Prosecutions in the conduct and management of the business of the Criminal Division by providing high level administrative and clerical support to the Director, Crown Counsel and the Manager, Business Support. In particular this position provides high level administrative and clerical support for the Solicitors Unit.

Duties

- Undertake a wide range of clerical and administrative duties to support the efficient and effective delivery of services by the Director of Public Prosecutions including managing master lists, opening and closing files, archiving files, coordinating video links, assisting witnesses to complete witness expense claims, and binding documents.
- Co-ordinate the briefing of witnesses, their attendance at court and organise the availability of exhibits in court in support of criminal prosecutions.
- Compile, vet, and file documents such as indictments, subpoenas, Crown Papers and arrange service on defence counsel and defendant.
- Maintain database by ensuring timely and accurate data
- Attend court as required in support of criminal prosecutions.

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 direction and general supervision is available from legal practitioners and the Manager Business Support but the occupant of this position is expected to operate with appropriate initiative and discretion. Experienced clerical level requiring a comprehensive understanding of relevant procedures.

Selection criteria

1. Extensive knowledge of legal and court processes especially relating to criminal 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 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
5. High level clerical 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. Demonstrated ability to use computer programs to manage information and produce documents from hand written notes, recordings, and other documents with a minimum keyboard skill of 60 WPM.

Essential requirements

- Nil

Desirable requirements

- Certificate III or IV in Business Administration or Business (Legal Services).
- Current 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	Administration Officer
Number	357636
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	Office of the Director of Public Prosecutions
Full Time Equivalent	1.0 FTE
Output Group	Office of the Director of Public Prosecutions
Branch	Business Support
Supervisor	Manager, Business Support
Direct Reports	Nil
Location	Hobart
Position category and funding	A030