



JOB DESCRIPTION FORM

The Department of Parks and Wildlife has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich peoples' lives.

1. Position Details

Position Title Clerical Officer			Position Number DPW3024559
Level/Grade Level 1	Specified Calling Level N/A	Agreement PSA 1992, PSGOGA 2014	Effective Date 17 June 2016
Division Regional and Fire Management Services		Branch Midwest Region	
Section Moora District		Location Jurien Bay	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7	 Department of Parks and Wildlife REGISTERED JDF HR OFFICER: 17 Jun, 2016				
↑						
Responsible to						
Position Title Finance & Administration Officer	Level/Grade Level 3					
↑		Other offices reporting directly to this office				
Responsible to						
This position						
↑		<table border="1"> <thead> <tr> <th>Position title</th> <th>Level/Grade</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position title	Level/Grade	Nil	
Position title	Level/Grade					
Nil						
Officers under <i>direct</i> responsibility						
Position Title Nil	Level/Grade	Approx. no. FTEs supervised				

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the immediate supervision of the Finance and Administration Officer:

- Provides general administration and clerical support to in the Jurien Bay office and secretarial support to the district senior staff groups, as required.
- Provides front counter and telephone reception services for the district office.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the immediate supervision of the Finance and Administration Officer:

ADMINISTRATION (45%)

1. Undertakes maintenance of district filing system ensuring compliance with departmental and legislative record management requirements.
2. Assists with the processing of inward and outward mail, including maintenance of mail registers and databases, photocopying and filing.
3. Maintains, issues and orders stocks of stationery, as necessary.
4. Provides administrative and secretarial support; including word processing, using excel spread sheets and data input.
5. Assists with issuing of departmental passes and licences
6. Sells publications, maintains register and makes requisitions; undertakes regular stock-take of publications.

FINANCIAL (30%)

7. Receipts revenue and prepares for banking funds received from the public and staff.
8. Assists with the preparation of invoices and credit card payments for processing in accordance with the *Financial Management Act 2006* and departmental policies.
9. Accepts monies on behalf of the department at various sources.
10. Assists with checking accounts payable/receivable batches processed by other staff for accuracy of information.
11. Assists with processing petty cash claims and recoups.
12. Collates and allocates expenditure from the Corporate Card.

OTHER SUPPORT (10%)

13. Operates radio and other communication systems using protocols and procedures.

GENERAL (15%)

14. Attends to front counter and telephone enquiries.
15. Operates facsimile, photocopier and other office equipment.
16. Helps to maintain a tidy and safe office working environment
17. Participates in staff meetings and training courses.
18. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations, commensurate with capability, capacity, training and level of experience.
19. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
20. Performs other duties as required by the Finance and Administration Officer.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following three criteria. These should be addressed in no more than three pages in total.

1. Experience in dealing with internal and external enquiries with a customer service focus.
2. Knowledge of office procedures and administration including demonstrated competency in the use of computer databases, spreadsheets and word processing software.
3. Ability to undertake records management and general clerical duties, including the processing of financial documents.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

4. Good oral and written communication and organizational skills, and an ability to analyse and suggest solutions to basic problems.
5. Good interpersonal skills and the ability to work as a member of a team.
6. Understanding of occupational health and safety, and equity and diversity principles and practices.
7. Current 'C' Class Driver's Licence
8. Experience using a records management system.
9. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

Parks and Wildlife values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Essential:

Open, Accountable, Responsive, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	PABX switchboard, VHF radio, Personal Computer		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: