

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Saleyard Clerk

Western Australian Meat Industry Authority

Public Service and Government Officers CSA General Agreement 2017

Classification: Level 1

Position Number: 1617

Location: Muchea

Section 2 – REPORTING RELATIONSHIPS

Team Leader - Livestock
PSGOGA Level 3
Position Number: 1607



Senior Administration Officer
PSGOGA Level 2
Position Number: 1615



This Position



Directly reporting to this position:

Title	Classification	FTE
▪ Nil		

Also reporting to this supervisor:

- Saleyard Clerk, L1 FTE 0.6

Section 3 – KEY RESPONSIBILITIES

Responsible for assisting the Senior Administration Officer in ensuring that saleyard data and documentation is updated in a timely and accurate manner and that stakeholders and employees are supplied relevant data as required. The role also assists with the receipt of livestock and the preparation and processing for the sale of livestock at the Muchea Livestock Centre.

Section 4 – KEY RESULT AREAS AND DUTIES

FREQUENCY: D – Daily, W – Weekly, F – Fortnightly, R – Regularly, O – Occasionally, A – Annually

Duty No.	Details	Freq.	%
1.	Administration		70
1.1	Take responsibility for the accurate and timely data entry of saleyard information	W	
1.2	Ensure required documents are received and correct	W	
1.3	Update and maintain accurate, current and confidential records and data bases	W	
1.4	Assist with the compilation and finalisation of reports	W	
1.5	Assist with electronic and hard copy filing and records management	W	
1.6	Provide receptionist duties including answering incoming calls and providing front of house customer service	W	
1.7	Liaise with buyers, agents, government departments and other stakeholders	W	
1.8	Provide administrative assistance to the Senior Administration Officer as required	R	
2.	Saleyard Operation		20
2.1	Assist in the receipt, preparation and sale of livestock including; <ul style="list-style-type: none"> • Receive livestock • Pen livestock • Weigh livestock • Scan livestock • Clerk livestock sales • Receive and complete relevant paperwork 	O	
2.2	Follow all policies, processes and procedures relevant to the operation of the Livestock Centre	D	
3.	Other		10
3.1	Assist with general office maintenance and cleaning	R	
3.2	Provide assistance and information to stakeholders as required in line with WAMIA policies	R	
3.3	Undertake other duties as required within the scope of skill and competence of the position	O	

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WAMIA values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus and Confidentiality throughout the course of their duties.

Section 5 – WORK RELATED REQUIREMENTS

Essential Selection Criteria

1. Demonstrated experience in an administration or sales environment with good clerical and organisation skills including the ability to provide accurate and clear data in a fast paced environment
2. Experience and adequate technical knowledge related to the cattle and livestock industry in a farm or saleyard environment
3. Ability to work autonomously and within a small team environment as well as the ability to take direction
4. Well-developed communication and interpersonal skills, including the ability to work collaboratively with a diverse range of stakeholders
5. Knowledge and commitment to the delivery of quality customer service

Desirable Selection Criteria

1. Experience or qualification in low stress stock handling
2. Current valid driver's licence

** Unless otherwise stated in the Job Description Form, all positions within WAMIA require the occupant to be able to use a PC and have a working knowledge of Microsoft Office software.*

Appointment Prerequisites

- Evidence of eligibility to work in Australia
- Completion of a 100 Point Identification Check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Medical Clearance

Section 6 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements on the position.

Greg Lott		07.12.2018
Chief Executive Name	Signature	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as details in this Document.

Occupant Name	Signature	Date
Date Appointed _____		

Created on _____	07.12.2018	Last Updated on _____	07.12.2018
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