



# JOB DESCRIPTION FORM

## Section 1 – POSITION IDENTIFICATION

## Saleyard Clerk

Western Australian Meat Industry Authority

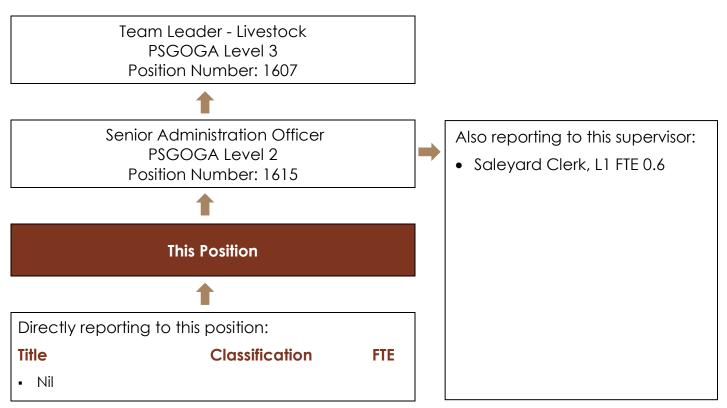
### Public Service and Government Officers CSA General Agreement 2017

Classification: Level 1

Position Number: 1617

Location: Muchea

## Section 2 – REPORTING RELATIONSHIPS



## 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 receival 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	
	Assist with the compilation and finalisation of reports	W	
	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 receival, preparation and sale of livestock including; • Receive livestock	0	
	Pen livestock		
	Weigh livestock		
	Scan livestock		
	Clerk livestock sales		
	Receive and complete relevant paperwork		
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	0	
<b>T</b> 1			

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 Nam	e	Signature	Date				
As Occupant of the p requirements as deta		ted the statement of duties, res ent.	sponsibilities and other				
Occupant Name		Signature	Date				
Date Appointed _							