



Job Description Form

Department of Justice

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

Position Title Registrars' Associate		
Effective Date July 2018	Position Number 002177, 002178, 020158	Level 3
Division Court & Tribunal Services	Directorate Higher Courts	Branch District Court

Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and judiciary.

Directorate Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing

Branch Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing

Role Of This Position

Provide administrative support to District Court Registrars.

Organise registrars' hearings and control the conduct of registrars' hearings including the use of courtroom equipment.

Liaise with the legal profession and litigants to ensure hearings run efficiently.

List matters for hearing and trial in accordance with established legislation, policies, practices and procedure and ensure the justice requirements of individual cases are met.

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Responsibilities Of This Position

Service Delivery

- Prepares and manages hearing templates in the database for the civil jurisdiction of the Court
- Prepares and manages the Registrars' leave roster
- Liaises with the profession and litigants regarding Perth and circuit hearing requirements
- Lists Perth and circuit civil matters for hearing and ensures the justice needs of individual cases are met
- Prepares daily court lists for registrars' hearings.
- Prepares and checks court documentation in order to ensure registrars hearings are conducted efficiently.
- Updates computer system with accurate hearing outcomes and updates matters in a timely manner.
- On behalf of Registrars, liaises with the legal profession, litigants and other clients in respect of court cases.
- Provides advice to the legal profession and litigants regarding court procedures and practices.
- Prepares, checks and extract court orders.
- Issues civil trial fee invoices and follows up payments
- Prepares statistical and other information for management purposes.

Leadership

- Ensures effective two-way communication between management and staff.

Planning

- Contributes to Business and operational plans for the team. Implements operational plans by planning and allocating workload and resources, rostering, etc.

Customer relationships

- Determines customers' needs and acts to ensure those needs are met.
- Provides advice to judges, registrars, staff and customers.

Information and Knowledge management

- Utilises information and knowledge effectively for the team.

Cultural change

- Creates a team environment that supports a positive and innovative organisational culture. Manages and implements change.

Continuous improvement

- Identifies and implements opportunities for continuous improvement.
- Reviews and improves processes, environment and systems.

Corporate citizenship

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the Occupational Health and Safety Act 1984.
- Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

Other Duties

- Performs other duties as directed.

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Work Related Requirements

The following work-related requirements will be assessed at different stages of the selection process.

Shapes and Manages Strategy

- Follows direction provided by supervisor
- Understands reasons for decisions and how they are relevant to their work.
- Informs supervisor of potential issues
- Knows where to find information and uses common sense to research, analyse and make evidence-based recommendations

Achieves Results

- Reschedules and reorganises work to reflect changes in priority
- Applies and develops capabilities to meet performance expectations, demonstrates knowledge of new programs, products or services relevant to the position
- Maintains accurate records and files
- Seeks tasks through to completion

Builds Productive Relationships

- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service
- Recognises the value of individual differences and understands that others may work in different ways
- Understands and acts on constructive feedback

Exemplifies Personal Integrity and Self-Awareness

- Adheres to the Code of Conduct and behaves in an honest, professional and ethical way
- Provides accurate information, checks and confirms accuracy prior to release
- Gets on with the job and applies self to meet objectives, follows up to ensure work is finalised
- Stays calm under pressure, does not react personally to criticism
- Agrees on performance levels with supervisor, seek supervisor feedback and responds to guidance

Communicates and Influences Effectively

- Limits the use of jargon, explains information using language appropriate to the client
- Listens and asks questions to ensure understanding, checks own communication has been understood
- Discusses issues thoughtfully without getting aggressive

HIGHLY DESIRABLE

- Good working knowledge of civil court procedure
- An understanding of court operations and protocols
- Relevant experience in a court environment.

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Reporting Relationships

Title Manager Civil Jurisdiction Classification Level 6

Responsible To

Title Coordinator Civil Case Management Classification Level 4
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Responsible To

THIS OFFICE

Other offices reporting to this office

Title and Classification: Registrars' Associate - Level 3 x 2 Civil Case Management Officer x 1
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Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
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LOCATION AND ACCOMMODATION	LOCATION Perth
	ACCOMMODATION N/A
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	May be rotated with other positions within the Court and Tribunal Services Division.

Certification

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

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authorities Name	Joanne Stampalia, Executive Director
Signature	
Date	16 May 2018