



# Job Description Form

## Department of Justice Purpose

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

<b>Position Title</b> Registrars Associate		
<b>Effective Date</b> September 2016	<b>Position Number</b> 004682 & 007676	<b>Level</b> 3
<b>Division</b> Court & Tribunal Services	<b>Directorate</b> Higher Courts	<b>Branch</b> Supreme 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

The Registrars Associate, Court of Appeal is responsible for providing administrative, secretarial and research support to the Registrars of the court. This involves:

- Performing administrative functions using the court's Case Management System.
- Preparing reports for Registrars.
- Dealing with enquiries.
- Examining files and checking appeal book indexes.
- Advising parties to hearings.

Note: At the discretion of the Manager Registry Services, the holder of the position may be rotated through any other position in Supreme Court to meet changing operational needs or staff development needs.

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<b>Responsibilities Of This Position</b>
<p><b>Service delivery</b>  Provides administrative, secretarial and clerical support to the Registrar.  Enters and maintains details of Registrars' orders and directions in Case Management System.  Arranges notification to solicitors and parties of hearings before a Registrar relating to directions and other proceedings.  Checks appeal book indexes.  Prepares the court or appointment rooms for Registrars' listings.  Prepares and checks court documentation in order to ensure registrars hearings are conducted efficiently.  Attends in court as an Associate.  Examines files after hearings in court and chambers to ascertain if orders or directions have been given affecting milestones or status of those actions.  Under the direction of the Registrar, undertakes research and prepares reports.  Maintains the Registrars' library, updates statutes and loose leaf publications.</p> <p><b>Communicates and influences effectively</b>  Acts as the point of contact for legal practitioners and members of the public seeking to approach or refer information to the Registrar.  Attends to internal and external enquiries regarding the operations of the Case Management system.</p> <p><b>Achieve results</b>  Accesses and applies identified and appropriate legislation, policies and procedures to achieve tasks.  Maintains accurate records and files.  Prepares statistical and other information for management purposes.  Under direction from the Registrar, reschedules and reorganises work to reflect changes in priority.</p> <p><b>Builds productive relationships</b>  Provides support and assistance to Registrars and other Court Officers.  Determines customers' needs and acts to ensure those needs are met.  Assists other staff in the workplace to complete tasks.</p> <p><b>Exemplifies personal integrity and self-awareness</b>  Demonstrates persistence and applies self to meet work objectives and ensure tasks are completed in a timely manner.  Stays calm under pressure and in sensitive/confidential situations.  Works to agreed performance levels and seeks feedback and guidance from the supervisor and from the Registrar.</p> <p><b>Corporate citizenship</b>  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.</p> <p>Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.</p> <p>Demonstrate commitment to the legislative obligations set out in the <i>Occupational Health and Safety Act 1984</i>  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.</p>

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<b>Work Related Requirements</b>	
<b>The work related requirements to be addressed in the application are stated in the Application Package.</b>	
<i>The following work related requirements may be assessed at different stages of the selection process.</i>	
<b>ESSENTIAL</b>	
<b>Achieves results</b>	<p>Takes responsibility for work to achieve results.</p> <p>Reschedules and reorganises work to reflect changes in priority.</p> <p>High level word processing and keyboard skill, and audio transcribing skills.</p>
<b>Builds productive relationships</b>	<p>Responds to changes in client needs and expectations, keeps clients informed and provides prompt and courteous service.</p> <p>Provides support and assistance to Registrars and other Court Officers.</p>
<b>Communicates and influences effectively</b>	<p>Communicates clearly both orally and in writing for a range of people.</p> <p>Limits the use of jargon and explains information using language appropriate to the client.</p>
<b>Exemplifies personal integrity and self-awareness</b>	<p>Demonstrates persistence and application to meet work objectives and ensure tasks are completed in a timely manner.</p> <p>Provides accurate information, checks and confirms accuracy prior to release.</p>
<b>Shapes and manages strategy</b>	<p>Follows direction provided by supervisor and informs supervisor of potential issues</p> <p>Shows judgment, intelligence and common sense.</p> <p>Applies legislation, workplace policies and procedures to achieve tasks.</p>
<b>DESIRABLE</b>	
<b>Knowledge</b>	Knowledge of Court operations, protocols, procedures and legal terminology.
<b>Qualification</b>	Possession of or progress towards a relevant post-secondary or tertiary qualification.

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## Reporting Relationships

<b>Title</b> Manager Registry Services
<b>Classification</b> 6



Responsible To

<b>Title (Administrative)</b> Manager Court of Appeal
<b>Classification</b> 5



Responsible To

<b>THIS OFFICE</b>
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Other offices reporting to this office

<b>Title and Classification:</b> Supervisor Court of Appeal (L3) -
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Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
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<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	<b>LOCATION</b> Supreme Court of Western Australia
<b>ALLOWANCES/SPECIAL CONDITIONS</b> State allowances and conditions applicable.	<b>ACCOMMODATION</b> N/A
	N/A

## 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*

<b>Delegated Authorities Name</b>	Executive Director , Court and Tribunal Services
<b>Signature</b>	
<b>Date</b>	