



DISTRICT COURT OF WESTERN AUSTRALIA

USHER TO A DISTRICT COURT JUDGE

Location:	District Court of Western Australia 500 Hay Street Perth, Western Australia
Job Type:	Full Time
Qualification:	None Required
Salary:	\$68,798

Applications are invited for the position of Usher to a District Court Judge. This is a full-time position with a salary equivalent to Level 1.2 under the Government Officers' Salaries, Allowances and Conditions General Agreement. There may be opportunity to progress from this role to an Associate position in the future.

Role: The Usher will be required to:

- Perform clerical responsibilities such as photocopying, scanning, filing, transportation of physical materials such as books, exhibits, robes, and other belongings on behalf of the Judge.
- Prepare courtrooms and attend in court for trials, sentencing and other hearings.
- Use technology to complete clerical duties and operate electronic equipment in the courtroom.
- Liaise with members of the legal profession.
- Provide bespoke technical and administrative support to a Judge.
- Be prepared to travel throughout the State for up to a two-week period, three to four times per year.
- Possess a valid 'C' class driver's licence.
- Perform other duties as required by the Judge. Other duties vary according to the Judge but may include tasks such as undertaking legal research on behalf of the Judge and preparing evidence summaries and/or attending to personal administrative tasks and errands where the Judge is otherwise engaged in or required to be available for court proceedings.

Ushers have the opportunity to acquire a detailed understanding of a range of criminal and civil matters and court procedures. Successful candidates will have effective written, oral and interpersonal communication with an ability to form conscientious professional relationships and use technology.

All employees are required to undergo a National Criminal History check. For appointment to the position, you must be an Australian citizen or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense).

When considering whether this role is right for you, it is important to consider the jurisdiction of the District Court. The Court deals with serious criminal offences including, robbery, criminal damage, serious fraud and commercial theft, burglary, and drug offences. The Court also deals with serious assaults and sexual assaults, including those against children. In the course of their duties, incumbents will encounter materials (including but not limited to photographs, videos, written statements, and oral evidence) associated with these charges. This material may be confronting and/or distressing. The Court is committed to reducing exposure to these materials for staff wherever possible and the Department of Justice offers services and resources to support staff.