



Job Description Form

000291 Court Appointed Officer

District Court

Position details

Classification Level: 2

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Higher Courts

Physical Location: Perth CBD

Reporting relationships

Responsible to: 23028 Supervisor Case Management - Level 3

This position: 000291 Court Appointed Officer - Level 2

Direct Reports: Nil

Overview of the position

The Higher Courts is accountable for delivering, together with the judiciary, court and tribunal, services that uphold the rights of the community.

The Court Appointed Officer is responsible for providing direction and assistance to customers of the court and providing administrative support to the judges and registrars of the court. In addition, the position provides support to children and other vulnerable witnesses with the giving of evidence by closed circuit television facilities.

Job description

As part of the District Court of Western Australia team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties.
- Communicate effectively, model integrity and respect in all interactions.

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem-solving skills, customer focus and alignment with Departmental strategic objectives.

Role specific responsibilities

- Provides children and other vulnerable witnesses with pre-court awareness and rehearsal sessions concerning the function of the Closed-Circuit Television (CCTV) and of relevant court processes and functions.
- Provides administrative support to the judges and registrars of the court in accordance with established, legislation, policies and procedures
- Undertakes the operation of equipment in remote rooms including the AV system, document camera and initiation of video links with other locations where applicable.
- Assumes responsibility of children and other vulnerable witnesses participating in court proceedings and looks after their welfare.
- Ensures the evidence is given in accordance with relevant legislative provision from the *Acts Amendment (Evidence of Children and Others) Act 1992*.
- Assists and supports the Children Witness Services and/or the Victim Support Service to ensure that children and other vulnerable witnesses' needs are met.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve Results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

Builds Productive Relationships

The capacity to respond under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks, and confirms accuracy prior to release. Acknowledges mistakes and learns from them and seeks guidance and advice when required.

Communicates and Influences Effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

Nil

Special requirements/equipment

- The position holder may be required to travel within Western Australia for operational purposes.
- The position holder may be directed to work with any judge, or registrar, or participate in job rotation at equivalent level for continued development.
- This position is identified under Section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as Child Related Work. Applicants must have a current Working with Children Check to be eligible for appointment to this position.

Certification

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

Signature: _____ Date: Nov 2024

HR certification
date: November 2024