



Job Description Form

3191 Clerk of the Court - Kununurra

Magistrates Court and Tribunals

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement 2021
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Magistrates Court and Tribunals

Physical Location: Kununurra

Reporting relationships

Responsible to: 001821 Regional Manager Kimberley Pilbara – Level 7

This position: 3191 Clerk of the Court – Kununurra - Level 5

Direct reports: 007195 Senior Aboriginal Liaison Officer, Level 4
008021 Supervising Customer Service Officer, Level 3

Overview of the position

The Magistrates Court and Tribunals Directorate is accountable for

Output 1: Judiciary and judicial support

Output 2: Case processing

Output 3: Enforcement of criminal and civil court orders

Output 4: Enhance Aboriginal services throughout the state

The Clerk of the Court is responsible for assisting with the effective management of the non-judicial functions of the Court and presides over a range of judicial and quasi-judicial proceedings. The position also provides support to the judiciary in the effective case management of court sittings.

Job description

As part of the Kununurra Magistrates Court team, the successful applicant will be expected to:

- Work to improve communication and 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 chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.
- Presides over a range of judicial and quasi-judicial proceedings for this Court. Perform the functions and duties and exercise the powers associated with the various statutory appointments of the court. Participate in reviews of legislation for its effectiveness and implications on court procedures and resources.
- Maintain a close working partnership with court management and the judiciary. Chairs meetings involving internal and external stakeholders.
- Ensure appropriate resources are allocated and managed to meet the needs of customers.
- Provides support services to the management team and magistrates to achieve customer service outcomes, which includes;
 - Providing assistance on a range of issues;
 - Providing advice on registry practices and procedures to all client groups;
 - Dealing with more difficult client enquiries and correspondence in relation to the registry; and
 - Liaising with court users to ensure the provision of timely, accurate and detailed level of service to customers.
- Assist to manage and procure assets, facilities, technology and systems for a large customer service team under control.

- Administers and manages the human resources for the Court including the building of effective teams. Responsible for recruitment, selection, performance management, succession and training and development of staff.
- Contributes to business planning and collates statistics to inform the planning process for the court.
- Assist in the development of budget for the Court. Monitors and reports on the financial management of the Court. Maintain the integrity of court accounting systems in accordance with approved policies, procedures and legislation.
- Effectively use information, technology, records and knowledge management for the court. Ensure the integrity and propriety of the Court records.
- Responsible for researching and analysis and providing appropriate solutions for the resolution of complex matters.
- Promote and achieve a positive and innovative organisational culture.
- Identify and implement continuous improvement strategies within the Court. Participate in identification of initiatives to continuously improve the services provided within the region.
- 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 objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Substantial practical experience in the operation of court practices and procedures
- Experience in the interpretation and application of procedural law
- Demonstrated progress in relation to professional development and continued learning

Special requirements/equipment

- From time to time the incumbent may be required to perform relieving duties in other positions.

Certification

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

Katrina Peterson

A/Director, Magistrates Court and Tribunal

Signature: _____ Date: 24/02/2022

HR certification date: February 2022