



# Job Description Form

## Position Details

<b>Position Title:</b> Clerical Officer or Administrative Assistant	<b>Position Number:</b> DBCA3155260	<b>Level:</b> Level 1 or 2
<b>Division:</b> Regional and Fire Management Services	<b>Branch:</b> Pilbara Region	<b>Section:</b> Exmouth District
<b>Employment Agreement:</b> PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	<b>Location:</b> Exmouth	<b>Effective Date:</b> 15 December 2025

## Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



**Integrity**  
*Commitment to knowing and doing what is right*



**Collaboration**  
*Commitment to team, partnership and the support of others*



**Accountability**  
*Commitment to being transparent, taking ownership and personal responsibility*

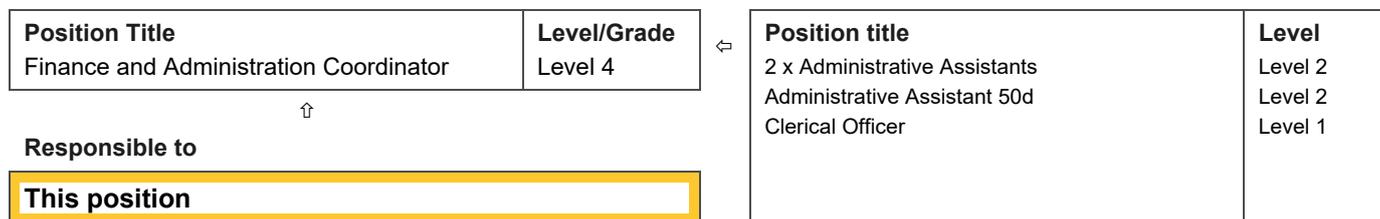


**Respect**  
*Commitment to the respect of people, culture and place*



**Excellence**  
*Commitment to quality, innovation and continuous improvement*

## Reporting Relationships



### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

## About the Role

Under the immediate direction of the Finance and Administration Coordinator:

- Provides a record management function, general administration, and clerical support to district staff as required (Level 1) or provides financial, administrative, and logistical support to the District Manager and senior staff as required (Level 2).
- Provides front counter, visitor information, and telephone reception services for the district office.
- Demonstrates a supportive attitude towards the district's Joint Management arrangements and the aspirations of the Traditional Owners.

*Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.*

## Responsibilities

Under the immediate direction of the Finance and Administration Coordinator:

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**ADMINISTRATION (45%)**

1. Undertakes maintenance of the district filing system, including recording, creating, and archiving records, ensuring compliance with departmental and legislative record management requirements of the *State Records Act 2000*.
2. Assists with the processing of inward and outward mail.
3. Maintains, issues, and orders stationery stocks as necessary (Level 1). Arranges the purchase of office consumables as directed and requested in line with the *Procurement Act 2020* and associated supply procedures (Level 2).
4. Provides administrative and clerical support, including word processing, using Excel spreadsheets, and data input, and at Level 2 also provides secretarial support.
5. Assists with processing of salary and wages timesheets in accordance with relevant Award/Enterprise Bargaining Agreements and departmental policies and at Level 2 provides advice on the application of award provisions for salary and wages staff.
6. Assists with vehicle bookings and timely vehicle maintenance.
7. Assists with airfares, accommodation, and venue bookings.

**FINANCIAL (30%)**

8. Receipts revenue and prepares for banking funds received from the public and staff.
9. Assists with checking (Level 1) or checks (Level 2) accounts payable/receivable batches processed by other staff for accuracy of information in the Oracle financial system. At Level 2, prepares and processes revenue transactions.
10. Assists with processing petty cash claims and recoups.
11. Collates and allocates expenditure from the Corporate Card.
12. Prepares financial system reports for staff, monitors cost centre expenditure and revenue, and contributes to reporting anomalies and trends. (Level 2)
13. Assists with the preparation and input of the annual budget and any budget adjustments. (Level 2)
14. Ensures compliance with Treasury Instructions and the provisions of the *Financial Management Act 2006*, and other relevant legislation, policies, circulars, departmental procedures, and other regulatory instruments as appropriate. (Level 2)

**OTHER SUPPORT (10%)**

15. Assists with the issuing of departmental passes and licences.
16. Assists with volunteer management, including dealing with camp hosts, turtle volunteer requirements, and quarterly returns.
17. Operates radio and other communication systems using protocols and procedures.

**GENERAL (15%)**

18. Attends to front counter and telephone enquiries.
19. Operates photocopier and other office equipment.
20. Helps to maintain a tidy and safe office working environment.
21. Participates in staff meetings and training courses.
22. Participates in emergency incident responses that may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
23. Performs other duties as required by the Finance and Administration Coordinator.

**Selection Criteria**

**Applicants should address the following four criteria. These should be addressed in no more than four pages in total.**

1. Experience in dealing with internal and external enquiries with a customer service focus and at Level 2 experience in financial management, budgeting and wages preparation, with an ability to supervise and mentor junior staff.
2. Knowledge of office procedures and administration including records management and general clerical duties and at Level 2 knowledge of finance and administration practices, industrial awards, procurement and supply processes and procedures.

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3. Demonstrated competency (Level 1) or experience (Level 2) in the use of and application of personal computers, including word processing and spreadsheet packages.
4. Evidence of good (Level 1) or – well-developed (Level 2) interpersonal, oral, and written communication skills, and organisational abilities. Evidence of ability to work and contribute to a team environment, and support for Traditional Owner aspirations and joint management initiatives.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:**

5. Demonstrated physically fit and able to pass the department’s field fire fitness test and ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and experience.
6. Understanding of work, health and safety, and equity and diversity principles and practices.
7. Knowledge of the *Financial Management Act 2006*, *State Records Act 2000*, *Procurement Act 2020* and associated regulations, and Treasurer’s Instructions and other legislation, awards and procedures relevant to the department. **(Desirable)**
8. Knowledge of and experience in operating financial and human resource management systems such as Oracle and Ascender Pay. **(Desirable)**

**Behaviour Expectations** [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Personal Leadership](#)..

**Other position-related information (only relevant ones will be populated)**

<b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>FTE:</b>
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on <a href="#">National Police checks</a> .
<b>Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current ‘C’ Class Driver’s Licence
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>
<b>Allowance and Special Conditions</b> <input checked="" type="checkbox"/> District Allowance <input checked="" type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input checked="" type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)

**Certification**

Verified by: Recruitment and Establishment Section  
 Registered JDF  
 15 December 2025