



Job Description Form

Position Details

Position Title: Clerical Officer	Position Number: DBCA3169400	Level: Level 1
Division: Regional and Fire Management Services	Branch: Warren Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Manjimup	Effective Date: 21 January 2026

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

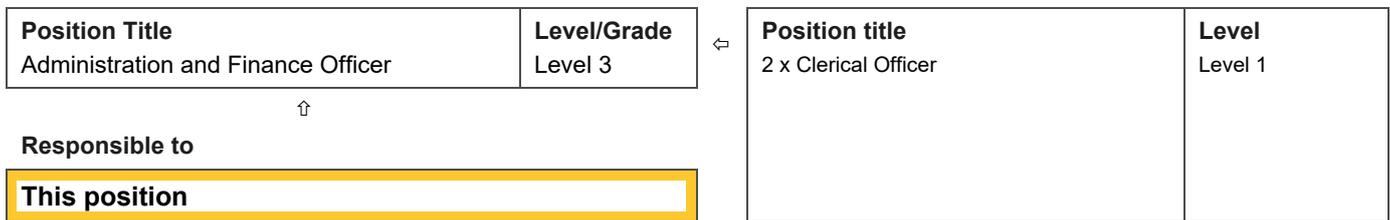


Respect
Commitment to the respect of people, culture and place



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 supervision of the Administration and Finance Officer:

- Provides general administration and clerical support to regional staff.
- Provides front counter and telephone reception services for the regional office.
- Assists the regional administration team to provide support to operational functions of the department, within the Warren Region.

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 supervision of the Administration and Finance Officer:

ADMINISTRATION (45%)

Position Title Clerical Officer		
Position No. DBCA3169400	Level Level 1	Effective Date 21 January 2026

1. Undertakes maintenance of regional filing system ensuring compliance with departmental and legislative record management requirements.
2. Assists with the processing of inward and outward mail, including maintenance of mail registers and databases, photocopying and filing.
3. Maintains, issues and orders stocks of stationery, park passes and saleable publications, as necessary.
4. Provides administrative and secretarial support; including word processing, using excel spread sheets and data.
5. Assists with processing of salary and wages timesheets in accordance with relevant Award/Enterprise Bargaining Agreements and departmental policies.
6. Assists with the processing of vehicle running sheets.
7. Assists with the maintenance of the regional archive system.
8. Assists with the checking and preparation of fire duty payments.

FINANCIAL (30%)

9. Receipts revenue and prepares for banking funds received from the public and staff.
10. Assists with the preparation of invoices and credit card payments for processing in accordance with the *Financial Management Act 2006* and departmental policies.
11. Assists with and processes accounts payable, accounts receivable and external transfer journal batches in the Oracle financial system.
12. Assists with checking accounts payable/receivable batches processed by other staff for accuracy of information.
13. Assists with processing petty cash claims and recoups.

OTHER SUPPORT (10%)

14. Receives and distributes correspondence.
15. Operates radio and other communication systems using protocols and procedures.
16. Assists in SAR with ground crews.
17. Assists in maintaining logbook and fire diaries.

GENERAL (15%)

18. Attends to front counter and telephone enquiries including bookings for recreational facilities.
19. Operates facsimile, photocopier and other office equipment.
20. Ensures maintenance of daily backup tapes for local computer server.
21. Helps to maintain a tidy and safe office working environment.
22. Participates in staff meetings and training courses.
23. Provides support and relief for Administrative Officer as required.
24. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
25. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, including maintaining fitness level as appropriate and as directed by the District Manager.
26. Performs other duties as required by the Regional Manager

Selection Criteria

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

1. Experience in dealing with internal and external enquiries, having a customer service focus, and evidence of openness and honesty in all dealings including supervisors, work colleagues, customers and the general public.

Position Title Clerical Officer		
Position No. DBCA3169400	Level Level 1	Effective Date 21 January 2026

2. Knowledge of office procedures and administration including demonstrated competency in the use of computer databases, spreadsheets and word processing software.
3. Ability to undertake records management and general clerical duties, including the processing of financial documents.

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

4. Good oral and written communication and organizational skills, and an ability to analyse and suggest solutions to basic problems.
5. Good interpersonal skills and the ability to work collaboratively in a small team in a high energy environment.
6. Ability to show a conscientious approach to all issues and consistency in meeting set deadlines.
7. Ability to respond to, and implement, changes in a responsible and positive manner.
8. Understanding of work, health and safety and equity and diversity principles and practices.
9. Ability to assume a specific role in emergency situations plus 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 level of experience. **(Desirable)**
10. Knowledge of departmental functions, activities and the *Financial Management Act 2006*. **(Desirable)**
11. Experience using a corporate records management system. **(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)

Position Status - Permanent <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Casual FTE: 1 FTE
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability

Certification

Verified by: Recruitment and Establishment Section
Registered JDF

21 January 2026