



Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Standards & Legal

Directorate / Command / District / Division:

Prosecution Services Division

Work Unit:

Prosecution Support Team *or*
Prosecution Services Perth Central *or*
Prosecution Management Team

Position Description Number:

Generic 108

Rank / Level / Band:

Level 1

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Contributes to the efficient operation of the team by undertaking a range of general clerical duties in order to meet operational needs. These include processing, distributing and filing prosecution briefs, preparing court listings, processing early listings and applications and processing and transferring briefs for preparation to higher Courts.

Role of Work Unit

The Prosecution Services Division (PSD) is responsible for ensuring an efficient and effective prosecutions service throughout the State and provides members with the means to prosecute offenders, primarily within the courts of summary jurisdiction throughout Western Australia (WA). The Prosecution Support Team provides legal and administrative support to the PSD. This includes conducting legal research, file management, legal document drafting and administrative support to PSD solicitors and prosecutors. The Prosecution Services Perth Central Team provides administrative support to Prosecution Services - Perth. It also facilitates the collection and distribution of prosecution briefs to prosecutors, the maintenance of computerised indexing and filing of briefs, and the processing of applications.

Reporting Relationships

This position reports to:

- Manager, Level 6 (Prosecution Support) *or*
- Team Leader, Level 3 (Prosecution Services Perth Central)
- Prosecution Senior Supervisor, Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Clerical (50%)

- 1.1 Identifies all correspondence and documents received by the PSD and distributes accordingly, including the receipt and dispatching of prosecuting briefs.
- 1.2 Inspects and processes all briefs relating to first appearances, summonses and overnight arrests, and liaises with Police Officers and the Department of Justice staff to ensure that all documentation is correct.
- 1.3 Maintains database and filing systems and monitors client files under the direction of the Manager/Team Leader.
- 1.4 Inspects and processes all applications for Correction of Sentence, re-hearings, changes-of-plea and bail conditions.
- 1.5 Receives and checks all incoming hearing briefs for accuracy and inclusion of all relevant documents.
- 1.6 Collates prosecution briefs for court appearances and investigates location of undelivered briefs.
- 1.7 Receives and collates Bench Warrants and corresponding briefs and arranges brief retrievals from the Offender Information Bureau when defendants present themselves at reception.
- 1.8 Inputs brief movements onto the Prosecution Application system and manually files briefs.
- 1.9 Provides Statement of Material Facts and Criminal Records as required by disclosure in compliance with the *Criminal Procedures Act*.

2 Customer Service (45%)

- 2.1 Provides a professional quality service to customers regarding an extensive range of prosecutorial briefing matters.
- 2.2 Establishes client needs and provides appropriate information and/or documentation to the satisfaction of the public, Justices of the Peace, court personnel, solicitors and others.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Communication skills

Communicating messages clearly and concisely, using appropriate language. Structuring written and oral communication so it is easy to follow.

Customer service skills

Ensuring the provision of an efficient and effective service. Responding positively to changes in client needs and expectations.

Teamwork skills

Building and sustaining positive relationships with team members and clients. Working within teams to achieve results and operating as an effective team member.

Problem solving and organisational skills

Resolving basic work related problems. Seeing tasks through to completion. Working within changing priorities and independently undertaking routine tasks.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design & Analysis	Sonia Comerford	07/06/2024
Prosecution Supervisor and A/Manager Prosecution Support	Sergeant Kelly McAlpine and Ms Lorien Neri	07/06/2024