



Job Description Form

Position Details

Position Title: Clerical Officer or Administration Officer	Position Number: DBCA3008841	Level: Level 1 or 2
Division: Regional and Fire Management Services	Branch: Midwest Region	Section: Gascoyne District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Denham	Effective Date: 24 April 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

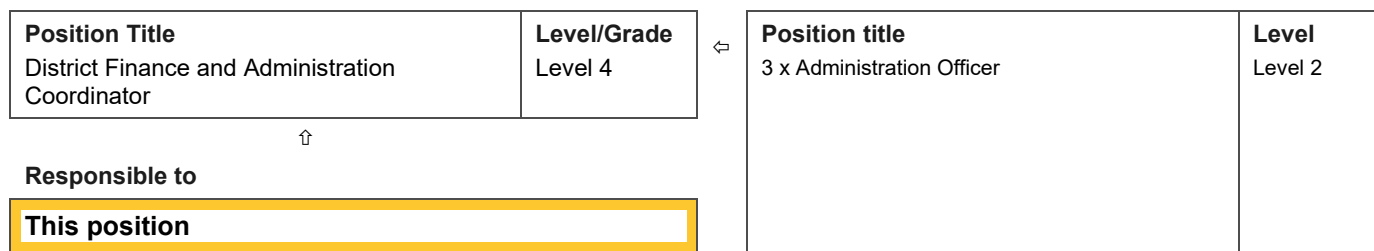


Respect
Commitment to the respect of people, culture and place



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 immediate supervision from the District Finance and Administration Coordinator:

- Provides a record management function, general administration and clerical support to district staff as required (Level 1) or provides an administrative, financial and customer services support in relation to the daily running of the Gascoyne District with emphasis on supporting the remote work centres (Level 2).
- Provides good communication and interpersonal skills to the front counter, provides visitor information and telephone reception services for the district office.
- Maintains office systems and procedures, administration work programs, filing, banking, and assists the district administration team to provide support to operational functions of the department.
- Position includes travel to remote work centres to provide administration assistance to rangers and other staff located within the Gascoyne District.

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

Responsibilities

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Under the immediate supervision from the District Finance & Administration Coordinator:

ADMINISTRATION (40%)

1. Assists in the coordination and delivery of administrative services to the Gascoyne District with emphasis on supporting staff the remote work centres.
2. Provides assistance with the Gascoyne District housing portfolio (Level 2).
3. Responsible for ensuring the maintenance of the district filing system, mail processing system, archives and records disposal procedures are in accordance with the departmental guidelines and *State Records Act 2000*. At Level 2 responsible for maintaining confidential records.
4. 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).
5. Assists with vehicle bookings, , airfare bookings, accommodation and venue bookings (Level 1) or arranges seminars, meetings, and workshops, as well as travel approvals and allowances as directed by the District Manager and Program Leaders (Level 2).
6. Provides administrative and clerical support, including word processing, using Excel spreadsheets, and data input, and provides secretarial support to District Manager and program leaders (Level 2).
7. Ensures that information is provided to the public and other Government agencies on departmental services and facilities, as required.
8. Provides leadership support and training to clerical officers and trainees, assists in recruitment and selection and undertakes performance assessment and development of staff as required (Level 2).
9. Maintains registers and record for assets, local property, issuing keys, quotations, software, corporate wear, attendance, leave and travel claims (Level 2).

FINANCE (30%)

10. Receipts revenue and prepares for banking funds received from the public and staff
11. Assist with checking (Level 1) or checks (Level 2) prepares and accurately processes accounts payable, journal transfers and revenue transactions in the Oracle financial system. Acts as incurring officer (Level 2).
12. Prepares and processes sundry and miscellaneous debtors' invoices.(Level 2)
13. Assists with processing petty cash claims and recoups (Level 1) or responsible for the collection, processing and banking of revenue, and management of petty cash, as required (Level 2).
14. Responsible for verifying and allocating departmental credit card transactions, as required.
15. Assists with preparing, coding and completion of overtime and travel claims.
16. Participates in the provision of financial system reports for staff, monitors cost centre expenditure and revenue, and contributes to reporting anomalies and trends (Level 2).
17. Assists the District Finance & Administration Coordinator with the preparation of the annual budget (Level 2).
18. Maintains liaison with Financial Services Branch, when required (Level 2).
19. Ensures compliance with the administrative aspects of the *Financial Management Act 2006, Treasurers Instructions* and other relevant legislation, policies, and departmental procedures, manuals, and guidelines as appropriate (Level 2).

OPERATIONS SUPPORT (5%)

20. Operates UHF and VHF radio and other communication systems and ensures appropriate communications are maintained.

GENERAL (25%)

21. Provides and ensures a strong customer focus, ensuring that information is provided to the public and other government agencies on departmental facilities as required.
22. Ensures implementation of safe working practices in the office workplace.
23. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
24. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
25. Undertakes other duties as required, by the District Finance & Administration Coordinator.

Selection Criteria

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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 (Level 1) and experience in financial management, budgeting and wages preparation, with an ability to supervise and mentor junior staff (Level 2).
2. Knowledge of office procedures and administration including records management and general clerical duties (Level 1) and knowledge of finance and administration practices, industrial awards, procurement and supply processes and procedures (Level 2).
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 willingness to work with Aboriginal people.

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

5. Understanding of work, health and safety, and equity and diversity principles and practices.
6. Knowledge of the *Financial Management Act 2000*, *State Record Act 2000*, *Procurement Act 2020* and Treasurer’s Instructions and other legislation, awards, and procedures relevant to the department. **(Desirable)**
7. Knowledge of and experience in Oracle financials and personnel/payroll systems. **(Desirable)**
8. Knowledge and use of UHF and VHF radios. **(Desirable)**
9. 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)**

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	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 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 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
24 April 2026