



# Job Description Form

## Position Details

<b>Position Title:</b> Clerical Officer	<b>Position Number:</b> DBCA3002953	<b>Level:</b> Level 1
<b>Division:</b> Regional and Fire Management Services	<b>Branch:</b> Midwest Region	<b>Section:</b> Murchison District
<b>Employment Agreement:</b> PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	<b>Location:</b> Geraldton	<b>Effective Date:</b> 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*

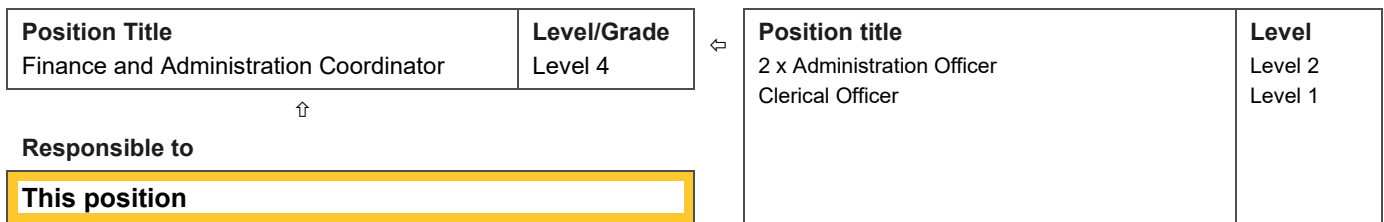
**Collaboration**  
*Commitment to team, partnership and the support of others*

**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 the immediate supervision of the Finance and Administration Coordinator:

- Assists with the provision of clerical and administrative support to district staff.
- Provides assistance to front counter and telephone receptionist services for the Midwest regional office.
- Provides administrative and clerical support to operational functions of the department

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 Finance and Administration Officer:

### ADMINISTRATION (40%)

1. Provides administrative support to the District Manager and operations staff.
2. Assists with front counter and telephone enquiries.

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3. Receives and directs telephone calls and visitors to appropriate staff as necessary. Follows up on customer requests and information needs.
4. Arranges bookings for air fares, accommodation and motor vehicle hire.
5. Assists with the issuing of departmental passes and licences.
6. Provides administrative support; including word processing, using excel spread sheets and data input.
7. Sells publications, maintains register and makes requisitions
8. Undertakes a regular stock- take of retail publications.

#### **FINANCE (10%)**

9. Accepts monies on behalf of the department at various sources.
10. Receipts revenue and completes banking as required.

#### **GENERAL (30%)**

11. Operates radio and other communication systems.
12. Operates facsimile, photocopier and other office equipment.
13. Helps to maintain a tidy and safe office working environment
14. Participates in staff meetings and training courses.
15. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
16. 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.
17. Performs other duties as required.

#### **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 with a customer service focus.
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 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 organisational skills, and an ability to analyse and suggest solutions to basic problems.
5. Good interpersonal skills and the ability to work as a member of a team.
6. Understanding of work, health and safety, and equity and diversity principles and practices.
7. Ability to assume a specific role in emergency situations. **(Desirable)**
8. Knowledge of departmental functions and activities. **(Desirable)**
9. Experience using a corporate records management system. **(Desirable)**
10. 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)**


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**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> 1 FTE
<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 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 type="checkbox"/> Other (Please specify)	

### Certification

Verified by: Recruitment and Establishment Section  
Registered JDF  
  
24 April 2026