



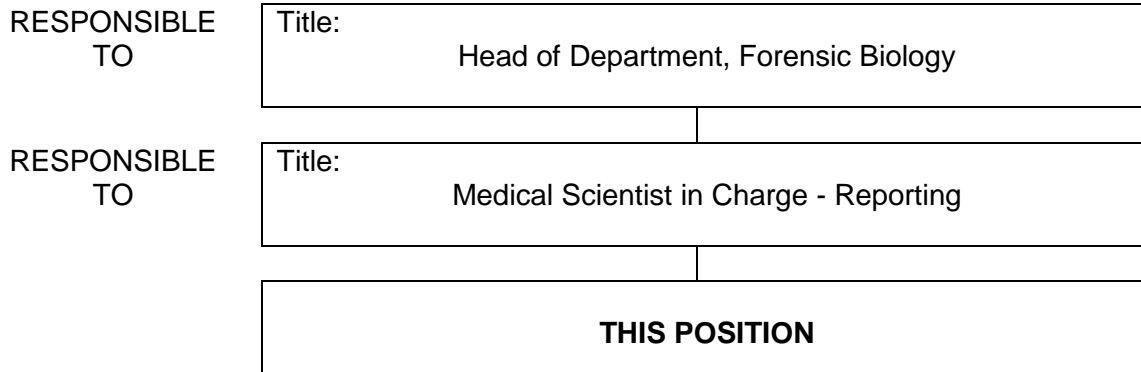
<CLEARANCE REG NO. PWWF2406 – DG08SEPT2017>

SECTION 1 - POSITION IDENTIFICATION

NETWORK SITE	QEII
DEPARTMENT	Forensic Biology
SECTION	Forensic Biology

POSITION TITLE	Clerical Officer
LEVEL	G1/2
POSITION NO	00013649
AWARD	Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS



Positions under direct Supervision:

<u>Position No.</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Performs front desk duties including answering telephone enquiries and attending to visitors.

Registers data into computing systems. Provides clerical keyboard and filing support.

JOB DESCRIPTION FORM

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CLERICAL OFFICER, LEVEL G1/2, POSITION NO 00013649.**SECTION 4 – BRIEF STATEMENT OF DUTIES**

Duty No.	Details
1.0	GENERAL
1.1	Performs front desk duties including answering telephone enquiries and attending to visitors.
1.2	Assists with data processing duties including registration of data into laboratory spreadsheets and computer databases.
1.3	Digitises (scans) confidential documents and laboratory paperwork into computer systems and databases.
1.4	Performs word processing including forensic biology reports.
1.5	Photocopies and collates reports and other documents for submission to clients.
1.6	Distributes case files and reports to assigned sections of laboratory.
1.7	Maintains stocks of expendable items used in the daily duties of the position.
1.8	Relieves other clerical positions as required.
2.0	OTHER
2.1	Performs duties in accordance with the organisational Policies and Procedures.
2.2	Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation
2.3	Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA
2.4	Participates in Performance Planning and Review.
2.5	Performs other duties as directed.

JOB DESCRIPTION FORM

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CLERICAL OFFICER, LEVEL G1/2, POSITION NO 00013649.

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Demonstrated ability to perform reception duties.
2. Demonstrated good data entry and keyboard skills.
3. Demonstrated good communication skills.
4. Good alpha-numeric skills.
5. Ability to adapt to and work within a team environment.
6. Ability to maintain confidentiality in regard to the workplace.

DESIRABLE REQUIREMENTS

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

SECTION 6 – APPOINTMENT FACTORS

1. Working arrangements will include 152 hours over any 28 consecutive days, which may include Saturday and Sunday.
2. Availability for after hours and rostered duties.

LOCATION	ACCOMMODATION
<p>ALLOWANCES/SPECIAL CONDITIONS: Criminal Record Clearance required. The Criminal Record Screening is processed by Health Support Services (HSS) under the Department of Health's Criminal Record Screening Policy. Completion of 100 point identification check required. Successful Pre-Employment Health Assessment required. Offers of employment are conditional upon the applicant completing a Pre-Employment Health Assessment and being assessed as being medically fit to fully and safely undertake the duties of the proposed position. Successful WA Health Pre-Employment Police Integrity check required. Appointee to this position will be required to be cleared through WA Police (WAPOL) Integrity Check prior to employment in Forensic Biology and to maintain that clearance at all times. DNA sample required: The occupant(s) of this position must provide a reference sample for the duration of their employment so that their DNA profile can be stored on an electronic database and compared to other profiles generated to exclude the possibility of contamination.</p>	

CERTIFICATION

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

HEAD OF DEPARTMENT/ PRINCIPAL SCIENTIST

NETWORK DIRECTOR

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE