



Job Description Form

Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Clerk of the Court		
Effective Date January 2018	Position Number 3194	Level 6
Division Court and Tribunal Services	Directorate Magistrates Court and Tribunals	Branch Magistrates Court of WA - Mandurah

Divisional Outcomes

To provide modern, responsive and affordable court, tribunal and other services that meet the needs of the community and judiciary.

Directorate Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Enhance Aboriginal services throughout the state

Branch Outputs

Output 1: Judiciary and judicial support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Enhance Aboriginal services throughout the state

Role Of This Position

Effectively manage the non-judicial functions of the Magistrates Court of WA at Mandurah.

Presides over a range of judicial and quasi-judicial proceedings.

Provides support to the judiciary in the management of court sittings.

Assists the Regional Manager with the effective management of the non-judicial functions of the Magistrates Court of WA at Mandurah and other courts in the Region.

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Responsibilities Of This Position		
<p>Corporate Citizenship Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics. Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues. Demonstrate commitment to the legislative obligations set out in the <i>Occupational Health and Safety Act 1984</i>.</p> <p>Occupational Safety and Health Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.</p> <p>Judicial and Quasi Judicial Presides over a range of judicial and quasi-judicial proceedings for this Court. Performs the functions and duties and exercise the powers associated with the various statutory appointments of the court. Develops and implements local practices and procedures within the limits of the legislation for the court. Reviews legislation for its effectiveness and implications on court procedures and resources.</p> <p>Stakeholder Relationships Maintains a close working partnership with members of the judiciary and liaises with regard to management and administrative issues affecting delivery of the court's services. Chairs local court user reference group, involving internal and external stakeholders. Maintains a close working relationship/partnership with the Regional Manager to ensure positive outcomes.</p> <p>Service Delivery Ensure appropriate resources are allocated and managed to meet the needs of customers. Provide support services to the Regional Manager and magistrates to achieve customer service outcomes. Services include: <ul style="list-style-type: none"> • provides assistance to the Regional Manager on a range of issues; • provides assistance on registry practices and procedures to all client groups; • deals with more difficult client enquiries and correspondence in relation to the registry; and • liaises with court users to ensure the provision of timely, accurate and detailed level of service to customers. </p> <p>Financial/Resource Management Manages and procures assets, facilities, technology and systems for the court. Develops budgets for the court. Monitors and reports on the financial management of the court. Maintains the integrity of court accounting systems in accordance with approved policies, procedures and legislation. Administers and manages the human resources for the court, including the building of effective teams. Responsible for recruitment, selection, performance management, succession planning, training and development of staff.</p> <p>Planning Contributes to business planning and collates statistics to inform the planning process for the court and region.</p> <p>Information and Knowledge Management Effectively uses information, technology, records and knowledge management for the court. Ensures the integrity and propriety of the court records. Responsible for researching and providing appropriate information for the resolution of matters.</p> <p>Cultural Change Promotes and achieves a positive and innovative organisational culture.</p> <p>Continuous Improvement Identifies and implements continuous improvement strategies within the court. Participates in identification of initiatives to continuously improve the services provided within the region.</p> <p>Rotation There are other similar Clerk of the Court positions within Magistrates Court and Tribunals and as the business need arises there may be a requirement to be rotated or relieve within these positions.</p>		

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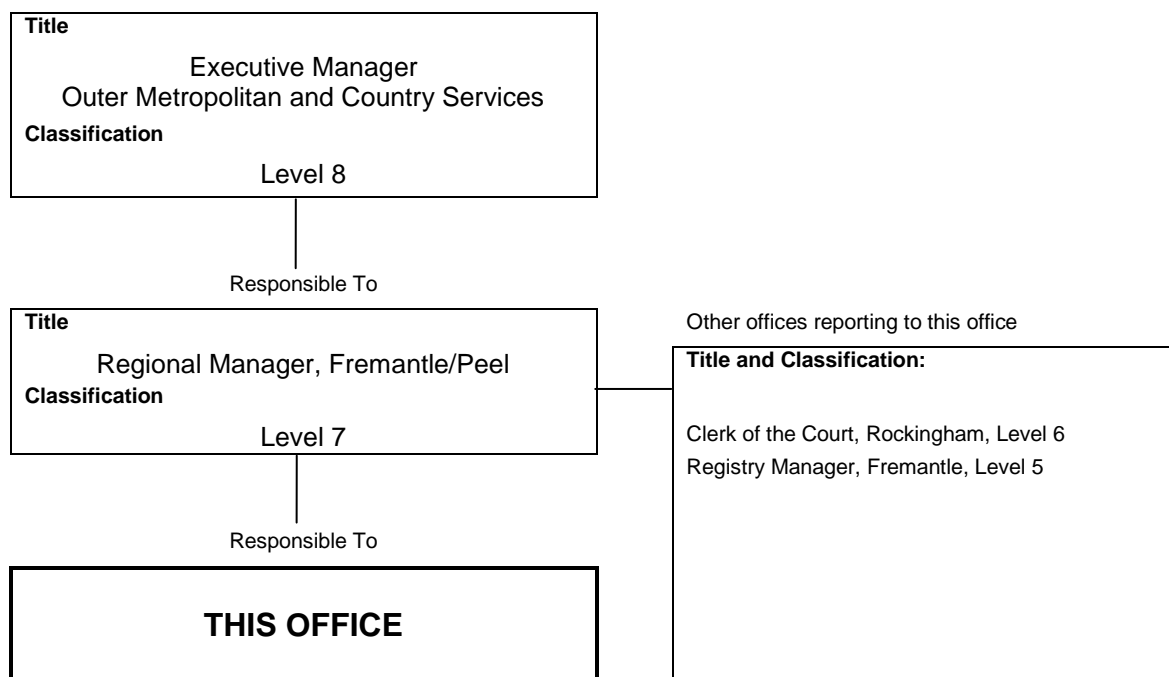
Work Related Requirements

The following work-related requirements will be assessed at different stages of the selection process.

Essential Criteria	Behavioural Indicators
Shapes and Manages Strategy	<ul style="list-style-type: none"> Communicates reasons for decisions and clarifies expectations of key deliverables; Understands strategic objectives, trends and factors that may influence work plans and goals; and Thinks laterally, is innovative and identifies and implements improved work practices.
Identifies and Manages Resources	<ul style="list-style-type: none"> Applies and develops capabilities to meet performance expectations; Deals positively with uncertainty and copes in a changing environment; and Focus on quality of adherence to procedures and appropriate information management systems.
Leadership/Maintains and Builds Internal and External Relationships	<ul style="list-style-type: none"> Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others contributions; and Listens to and understands the needs of others, encouraging development activities.
Exemplifies Personal Integrity and Self Awareness	<ul style="list-style-type: none"> Adheres to the Code of Conduct and behaves in an honest, professional and ethical way; Applies self with energy and drive and commits to meeting the objectives, follows up to finalise work; and Maintains a positive outlook and balanced working environment.
Communicates and Influences Effectively	<ul style="list-style-type: none"> Communicates clearly and confidently; Listens, understands and adapts to audience; and Able to advise and provide instructions to staff and stakeholders.
Court practices and procedures	<ul style="list-style-type: none"> Experience in a court, tribunal or legal environment; and Knowledge of the operation of court practices and procedures.
Desirable	Experience
Qualifications	<ul style="list-style-type: none"> Demonstrated progress of professional development and continued learning.

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Reporting Relationships



Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Supervising Customer Service Officer	Level, 3	1

LOCATION AND ACCOMMODATION	LOCATION
	ACCOMMODATION Nil
ALLOWANCES/SPECIAL CONDITIONS	

Certification

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

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authorities Name	GAVAN JONES Director Magistrates Court & Tribunals
Signature	
Date	11 January 2018