



# Job Description Form

## Department of Justice Purpose

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

<b>Position Title</b> Registrars Associate		
<b>Effective Date</b> September 2016	<b>Position Number</b> Generic	<b>Level</b> 3
<b>Division</b> Court & Tribunal Services	<b>Directorate</b> Higher Courts	<b>Branch</b> Supreme Court

## Divisional Outcomes

To provide modern, responsive and affordable court and tribunal services that meet community and judicial needs.

## Directorate Outputs

Output 1: Judiciary and Judicial Support  
Output 2: Case processing

## Branch Outputs

Output 1: Judiciary and Judicial Support  
Output 2: Case processing

## Role Of This Position

Provides administrative, secretarial and research support to the Registrars of the court.

Performs administrative functions using the court's Case Management System including preparing reports for Registrars, dealing with enquiries, examining files and advising parties to hearings.

Note: At the discretion of the Manager Judicial Services, the holder of the position may be rotated through any other position in Supreme Court to meet changing operational needs or staff development needs.

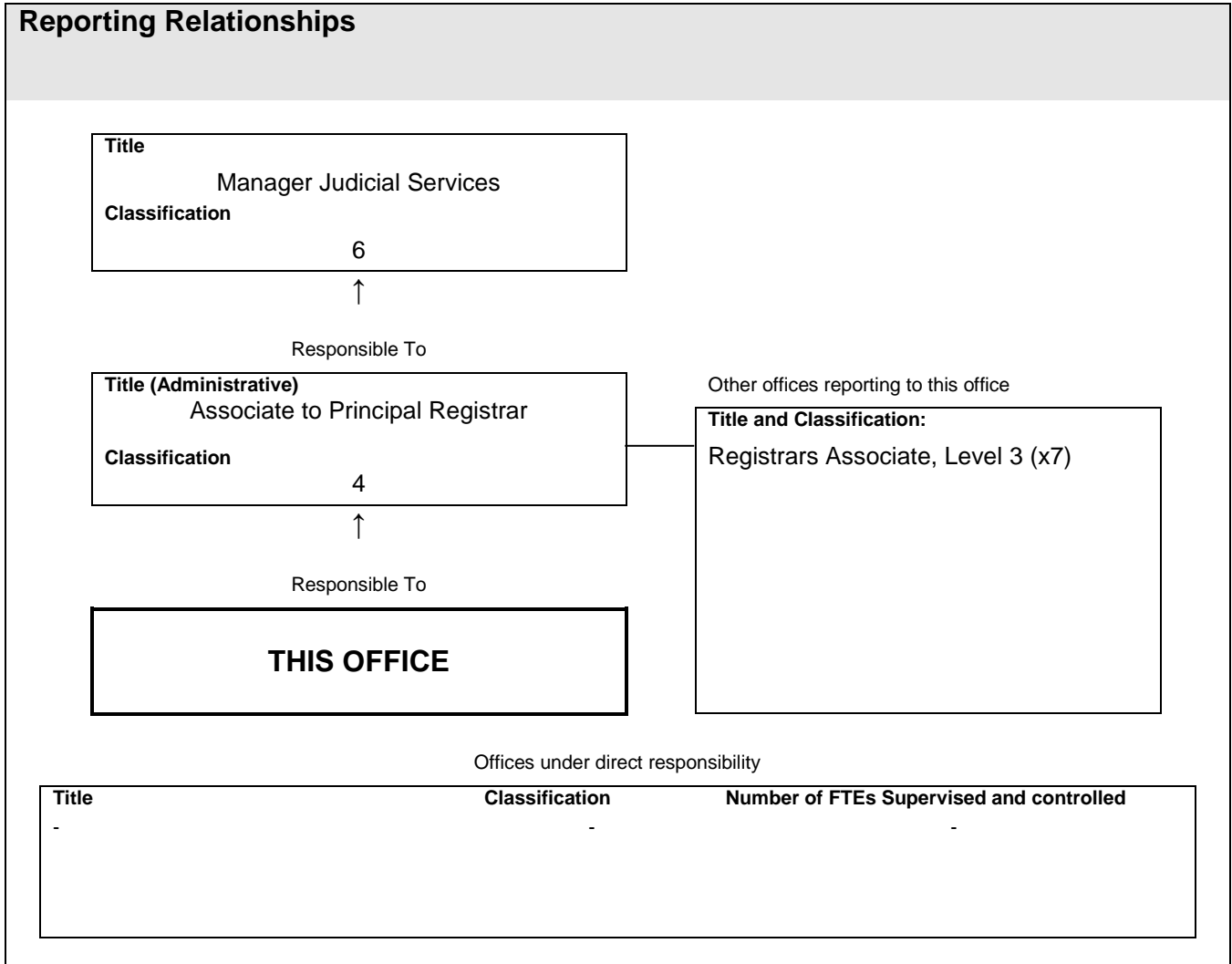
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<b>Responsibilities Of This Position</b>
<p><b>Corporate citizenship</b>  Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.  Demonstrate 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>  Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.</p> <p><b>Service delivery</b>  Attends in court as an Associate: call cases, administers oaths to witnesses, maintains record of proceedings, produces court orders, accepts responsibility for exhibits, etc.  Prepares and examines files for readiness prior to hearings.  Retrieves daily reports from the Case Management System on matters that have reached a milestone.  Arranges notification to solicitors and parties of hearings before a Registrar relating to directions and other proceedings.  Provides administrative, secretarial and clerical support to the Registrar before and after court hearings.  Prepares the court or appointment rooms for Registrars' listings, mediation and other appointments.  Maintains the Registrars' library, updates statutes and loose leaf publications.  Enters and maintains details of Registrars' orders and directions in Case Management System.  Examines files after hearings in court and chambers to ascertain if orders or directions have been given affecting milestones or status of those actions.  Examines and prepares reports on status of Case Management Files for the Registrars.  Maintains a register of despatch of Case Management summonses and notices.  Under the direction of the Registrar, undertakes research and prepares reports.  Examines applications for admission under the Legal Practitioners Act, coordinates hearings and produces certificates of admission.</p> <p><b>Communicates effectively</b>  Acts as the point of contact for legal practitioners and members of the public seeking to approach or refer information to the Registrar.  Limits the use of jargon and explains information using language appropriate to the client.  Attends to internal and external enquiries regarding the operations of the Case Management system.</p> <p><b>Achieve results</b>  Accesses and applies identified and appropriate legislation, policies and procedures to achieve tasks.  Undertake document control and retrieval.  Collates statistics to inform the planning process.  Applies and develops capabilities to meet performance expectations, demonstrates knowledge of programs and services in the position.  Under direction from the Registrar, reschedules and reorganises work to reflect changes in priority.  Knows where to find information and uses common sense to research, analyse and make evidence-based decisions.</p> <p><b>Builds productive relationships</b>  .Supports other staff in the workplace to complete tasks.  Informs manager of potential issues.  Responds to changes in client needs and expectations, keeps clients informed and provides prompt and courteous service.  Participates within and contributes to a positive and innovative workplace environment.</p> <p><b>Exemplifies personal integrity and self-awareness</b>  Adheres to the code of conduct and behave in an honest, professional and ethical way.  Demonstrates persistence and application to meet work objectives and ensure tasks are completed in a timely manner.</p>

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<b>Work Related Requirements</b>	
<b>The work related requirements to be addressed in the application are stated in the Application Package.</b>	
<i>The following work related requirements may be assessed at different stages of the selection process.</i>	
<b>ESSENTIAL</b>	
<b>Shapes and manages strategy</b>	<p>The ability to use common sense to research and prepare reports as directed.</p> <p>Applies legislation, workplace policies and procedures to achieve tasks.</p>
<b>Achieves results</b>	<p>Applies and develops capabilities to meet performance expectations, demonstrates knowledge of programs and services in the position.</p> <p>Reschedules and reorganises work to reflect changes in priority.</p> <p>High level word processing and keyboard skills, and audio transcribing skills.</p>
<b>Builds productive relationships</b>	<p>Responds to changes in client needs and expectations, keeps clients informed and provides prompt and courteous service.</p> <p>Assists other staff to complete tasks.</p>
<b>Exemplifies personal integrity and self awareness</b>	<p>Demonstrates persistence and application to meet work objectives and ensure tasks are completed in a timely manner.</p> <p>Stays calm under pressure and in sensitive and confidential situations.</p>
<b>Communicates effectively</b>	<p>Communicates clearly both orally and in writing for a range of people.</p>
<b>DESIRABLE</b>	
<b>Knowledge</b>	<p>Knowledge of Court operations, protocols, procedures and legal terminology.</p>
<b>Qualification</b>	<p>Possession of or progress towards a relevant post secondary or tertiary qualification.</p>

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<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	<b>LOCATION</b> Supreme Court of Western Australia
<b>ALLOWANCES/SPECIAL CONDITIONS</b> State allowances and conditions applicable.	<b>ACCOMMODATION</b> N/A
	N/A

**Certification**

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

<b>Position Title of Delegated Authority</b> (as per HR Management Delegations) <b>Executive Director , Court and Tribunal Services</b>
<b>Signature</b>
<b>Date</b>