



Government of **Western Australia**
Department of **Justice**

Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

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| Position Title Clerical Officer (Cashier) | | Special Conditions |
| Effective Date August 2018 | Position Number 014244 | Level 1 |
| Division Corrective Services | Directorate Adult Justice Services | Branch Broome Regional Prison |

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

Directorate Outputs

Custody and containment;
Care and well being;
Reparation; and
Development and reintegration

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;

Managing the Prison to ensure the care, well being and developmental needs of prisoners are met;

Developing effective community and industry programs aimed at providing reparation to the community; and
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

Broome Prison is a minimum-security prison for males and short-term female offenders and also accommodates medium and maximum-security prisoners for short term remand periods. The Prison is centrally located within the Township of Broome, 2,400 km north of Perth. Broome Prison is the receival hub for new prisoners within the region and facilitates transfers of prisoners throughout the Kimberley Region and to Metro Prisons in the South.

The Cashier is responsible for managing the facility's petty cash float which includes management of prisoner gratuities and private cash, maintaining accurate phone records, data entry, weekly banking and regular reconciliations of all petty cash flow system. This position is also responsible for accurate data entry and management of the StarRez telephone system.

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Responsibilities of this Position

Customer Service

Provides a high level of customer services to external and internal clients and staff and handles queries in a polite and timely manner.

Collects monies and remittances from all sources and receipts for appropriate accounts. Prepares cash abstracts and bank receipts. Controls prisoners' private cash and sundry transactions, balances and reconciles weekly and forwards monthly journals to Head Office. Maintains cash advance and arranges recoups of expended funds.

Team Work

Participates constructively and positively within workplace teams to achieve tasks. Gains experience and knowledge of all administrative processes and undertakes the duties of the relevant positions within the Prison when deemed appropriate by the Business Manager and/or Superintendent. Works productively with Operational staff to achieve positive outcomes.

Policy and Procedures

Follows workplace policies and procedures to complete tasks and ensures that duties comply with relevant legislation.

Information and Knowledge Management

Undertakes analysis and disseminates information and prepares notes as directed. Accesses and applies identified and appropriate information to achieve tasks and undertake document control and retrieval.

Follows and applies financial management practices in handling of petty cash.

Cultural Change

Participates within and contributes to a positive and innovative workplace environment.

Continuous Improvement

Participates in the identification of and applies opportunities for continuous improvement within the team..

Ethical Behaviour

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

Other

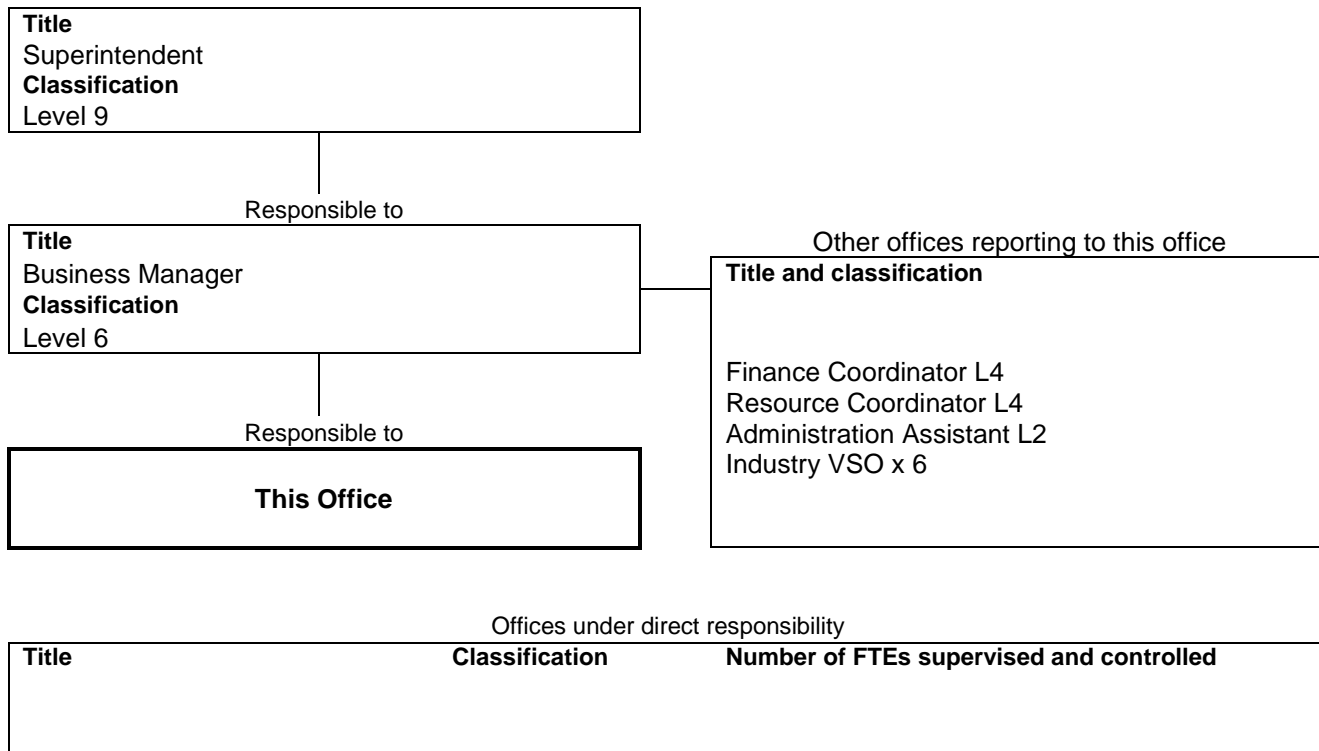
Other duties as directed.

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| Work related requirements (Selection Criteria) | Context within which criteria will be applied and/or general standard expected |
|--|---|
| <u>ESSENTIAL</u> | |
| 1. Time Management and Organisational Skills | The ability to prioritise organise and complete work within set timeframes and conflicting deadlines |
| 2. Numeracy Skills | The ability to work and communicate with numbers to achieve set tasks and provide quick and accurate answers to a range of mathematical problems. |
| 3. Communication Skills | Effective written, oral communication and interpersonal skills with different audiences. Working professionally with others in a team environment |
| 4. Teamwork | The ability to participate in work groups to achieve positive outcomes. |
| 5. Computer Literacy | The ability to use and produce documents including a sound working knowledge of Microsoft Word and Excell. |
| 6. Information and Knowledge Utilisation | The ability to use, record and store information and knowledge to effectively complete tasks. Maintaining strict confidentiality across all information received. |
| <u>Pre-Appointment Requirements</u> | |
| Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must: | |
| <ul style="list-style-type: none"> • Receive a clearance through a National Criminal history check; and • Be willing to undertake training applicable to the role. | |
| (NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied). | |

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Reporting Relationships



Location and Accommodation

Location
Broome Regional Prison, Hammersley Street Broome

Accommodation
GROH accommodation may be provided subject to eligibility.

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

Certification

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

Delegated Authority Approval

| | |
|-----------|-----|
| Signature | |
| Date | / / |