

# Job Description Form

## 1. Position Details

<b>Position Title</b> Clerical Officer - Records			<b>Position Number</b> DBCA3035277
<b>Level/Grade</b> Level 1	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGOGA 2014	<b>Effective Date</b> 12 October 2017
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Pilbara Region	
<b>Section</b>		<b>Location</b> Karratha	

## 2. Reporting Relationships

<b>Position Title</b> Regional Business Manager	<b>Level/Grade</b> Level 6
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**Responsible to**

<b>Position Title</b> Administration & Finance Coordinator	<b>Level/Grade</b> Level 4
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**Responsible to**

**This position**

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**Officers under *direct* responsibility**

<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>
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Department of Biodiversity,  
Conservation and Attractions  
REGISTERED JOF  
HR OFFICER: *[Signature]*  
13 Oct 2017

**Other offices reporting directly to this office**

<b>Position title</b> Administrative Assistant	<b>Level/Grade</b> Level 2
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## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the immediate supervision of the Administration & Finance Coordinator:

- Assists with the provision of administrative, financial and clerical support to Karratha office, with particular emphasis on records management
- Provides front counter and telephone receptionist services including dealing with general enquiries.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the immediate direction of the Administration & Finance Coordinator:

### ADMINISTRATION & RECORDS MANAGEMENT (55%)

- Processes inward and outward mail, including maintenance of databases.
- Provides administrative and clerical support; including word processing and data input.
- Undertakes maintenance of corporate filing system ensuring compliance with departmental record management requirements and in accordance with the *State Records Act 2000*, which includes:
  - Registering and filing documents, creating new volumes, and recording details using records management system;
  - Assisting with document handling and movement including scanning, storage and retrieval, audit trails and tracking;
  - Updating and maintaining the records management system.
- Manages uniform orders for Karratha Office and maintains a uniform register ensuring compliance with departmental uniform policy.

### FINANCIAL (15%)

- Assists with financial management activities in accordance with the *Financial Management Act 2006*, including:
  - verification and processing of invoices for payment;
  - reconciliation of credit card transactions;
  - preparation and input of accounts payable, accounts receivable and expenditure transfer journal batches in the Oracle financial system; and
  - the collection, processing and banking of revenue received from the public and staff.

### CUSTOMER SERVICES (15%)

- Attends to over the counter and telephone enquiries in relation to general inquiries.
- Receives and directs telephone calls and visitors to appropriate officers as necessary. Follows up on customer requests and information needs.
- Maintains front office display area

### GENERAL (15%)

- Operates telephone system.
- Operates and maintains office equipment such as printers, facsimile, photocopier, scanner, shredder and other office equipment.
- Helps to maintain a tidy and safe office working environment
- Participates in staff meetings and training courses.
- Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- Participates in emergency incident rosters and responses which may include bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
- Performs other duties as required by the Administration & Finance Coordinator and Business Manager.

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## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

**Applicants should address the following three criteria. These should be addressed in no more than a total of three pages.**

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, records management and process and pay accounts.

**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 organizational 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 occupational health and safety, and equity and diversity principles and practices.
7. Current 'C' Class Driver's Licence
8. Knowledge of departmental functions, activities, the *State Records Act 2000*, and the *Financial Management Act 2006*. **(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)**.

## Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

### Essential:

*Open, Accountable, Responsive, Collaborative, Integrity.*

**Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.**

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	0.6 FTE		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	PABX switchboard, Personal Computer, Radio Communications Equipment		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – 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> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	531111
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: