



Government of Western Australia  
Department of Corrective Services

# Job Description Form

## Department of Corrective Services Purpose

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

<b>Position Title</b> <i>Administrative Assistant</i>		<b>Special Conditions</b>
<b>Effective Date</b> August 2014	<b>Position Number</b> 1087	<b>Level</b> Level 1
<b>Division</b> Adult Custodial	<b>Directorate</b> Custodial Operations	<b>Branch</b> Karnet Prison Farm

### Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns, are taken into account.

### 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

Karnet Prison Farm is a minimum-security prison located 75km south of Perth. The prison handles only male offenders and functions as a pre-release Centre that encourages offenders to be appropriately prepared for their return to the community as responsible citizens. The prison's farm covers an area of approximately four hundred hectares, comprises an abattoir, dairy, poultry and a market garden for supply of meat, milk, eggs and vegetables for use by prisons throughout the state.

The administrative assistant provides secretarial and administrative support to the Superintendent and Senior Management in order to assist the efficient and effective operation of the prison. Administrative support includes, but is not limited to, the maintenance of all administrative records and filing, switchboard and reception duties, Official and social visit bookings, handling of correspondence, data collection and presentation, word processing, data entry and other computer based activities and general clerical and administrative duties.

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## Responsibilities of this Position

### Customer Service

- Performs word processing, spreadsheets and typing requirements for the Senior Management Group.
- Provides administrative support in relation to visits bookings.
- Provides clerical support to the Security team.
- General reception duties.
- Processing incoming and outgoing mail.
- Operates the switchboard to answer general incoming calls.
- Drafts and type's internal memoranda and other correspondence for signature as required and dispatches reports, letters, internal memos, faxes, standing orders and other correspondence from written notes.
- Records and types minutes of senior staff and staff debrief meetings.
- Ensures office supplies held in Administration are kept to an appropriate level.
- Maintains filing and record management.

### 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 Manager in charge and/or Superintendent.

### Policy and Procedures

- Follows workplace policies and procedures to achieve tasks.

### Information and Knowledge Management

- Undertakes analysis and disseminates information on behalf of the Superintendent and Senior Management Group and prepares notes as directed.

### 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.

### Cultural Awareness

- Promotes and maintains cultural awareness ensuring respect and understanding of cultural groups, including the Aboriginal culture, society and obligations.

### Other Duties

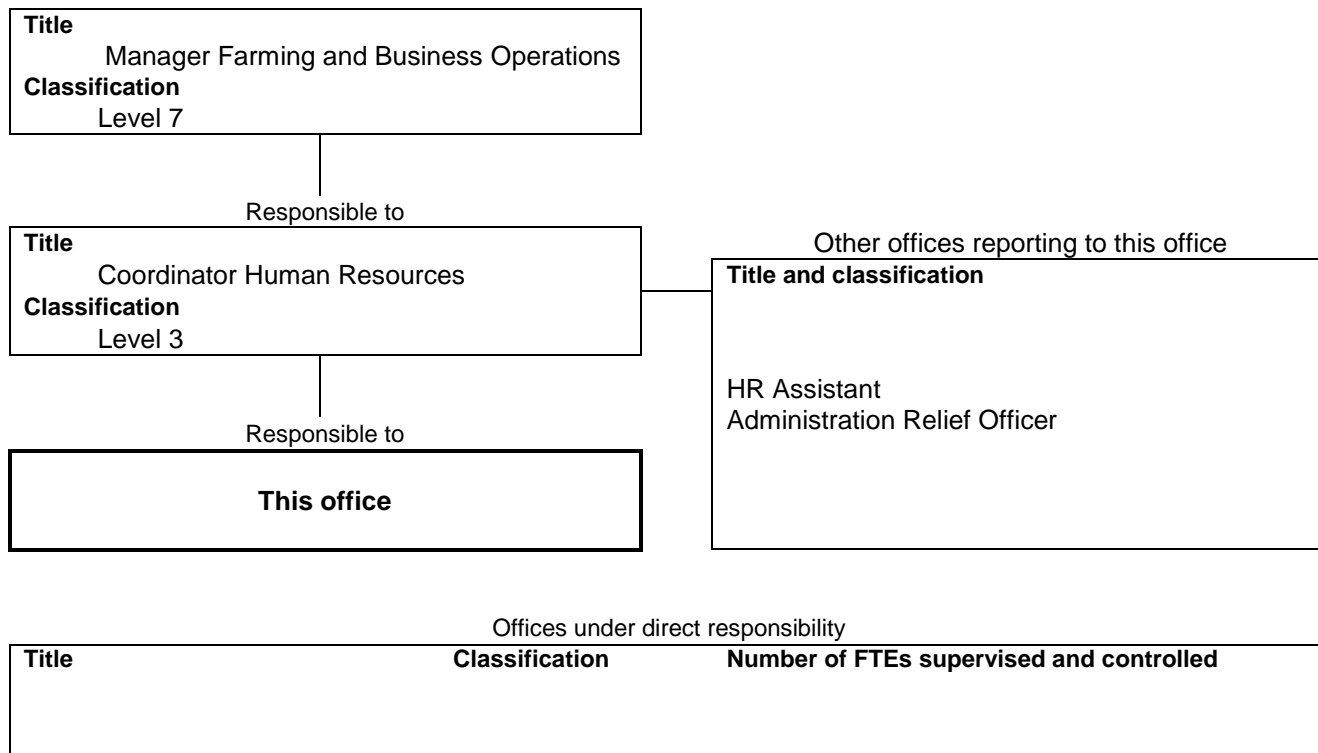
- Other duties as directed

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b><u>ESSENTIAL</u></b>	
<b>1. Communication and Interpersonal Skills</b>	Effective written, oral and interpersonal communication skills. Ability to communicate and assist staff with matters both orally and in writing.
<b>2. Administrative</b>	Skills and experience in the use of Microsoft Office applications <i>i.e.</i> word processing, spreadsheets, email and databases. The ability to write accurate reports, minute taking, performs data entry and retrieval, and collates information/statistics.
<b>3. Computer Skills</b>	The ability to use computers effectively in an administrative setting, including accurate and proficient word processing skills.
<b>4. Time Management and Organisation</b>	The ability to plan and organise work within a set timeframe and with limited supervision.
<b>5. Information and Knowledge Management</b>	Ability to establish and maintain appropriate record keeping and management systems. Ability to maintain a high level of integrity and discretion when handling confidential information and reports.
<b><u>DESIRABLE</u></b>	
Knowledge of switchboard operations	
(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**  
Karnet Prison Farm, Kingsbury Drive, via Serpentine WA 6125

**Accommodation**  
N/A

### 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	/ /