



Job Description Form

Department of Justice Purpose

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

Position Title Magistrate's Secretary		
Effective Date October 2015	Position Number Generic	Level Level 3
Division Court and Tribunal Services	Directorate Higher Courts	Branch Family Court

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

Branch Outputs

The Department of the Attorney General (WA) provides administrative and logistical support for the operation of this court, which is federally funded.

The Court is presided over by judges, magistrates and registrars. It is vested with State and Federal jurisdiction in matters of family law and deals with divorce, property of a marriage or defacto relationship, matters relating to children, maintenance, adoptions and surrogacy

Role Of This Position

Provides personal and confidential secretarial and administrative support services to Magistrates of the Family Court in accordance with established legislation, policies and procedures. Prepares matters for hearing and manages court sittings, including trials. Liaises with relevant parties to ensure hearings run smoothly. Attends in court as a judicial support officer and accompanies the Magistrate on circuit. Ensures quality service to customers of the Court.

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Responsibilities Of This Position

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 *Occupational Health and Safety Act 1984*.

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.

Service Delivery

Provides judicial support, secretarial and administrative support services to Magistrates of the Family Court including:

- Attends in court as a Judicial Support Officer, prepares and checks court documentation to ensure hearings and trials are conducted efficiently.
- Coordinating travel arrangements and making travel bookings for Magistrates and support staff as required.
- Recording and providing statistics and other information for management purposes.
- Maintains records including exhibits and subpoenaed documents during hearings.
- Operates and monitors video and audio link equipment when required.
- Production of orders and judgments at the direction of the Judicial Officer
- Provides assistance to the Supervising Secretary as required.

Planning

Contributes to business and operational plans for the team.

Team Work

Participates constructively and positively within workplace teams to achieve tasks.
Participates in the training and induction of new staff.

Policy and Procedures

Applies workplace policies and procedures to achieve outcomes and provides policy and procedural advice to internal and external customers of the Court. Ensures that Court protocols are followed in accordance with identified standards.

Information and Knowledge Management

Ensures effective and accurate document preparation, control and retrieval for the Court. Collects and monitors data and data entry into the case management systems. Assists in the maintenance and control of files.

Cultural Change

Participates and contributes to a positive and innovative workplace environment

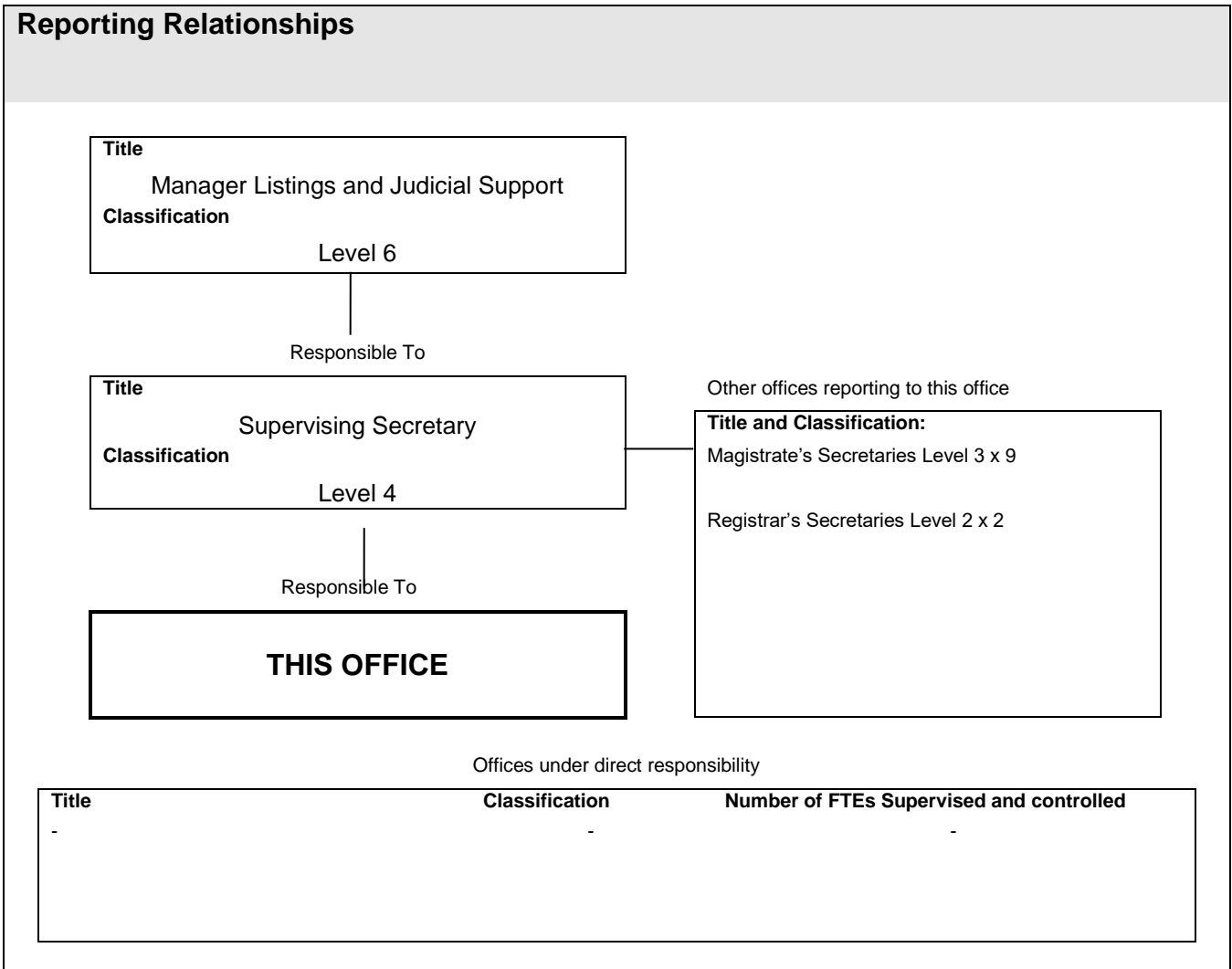
Continuous Improvement

Participates in the identification and application of opportunities for continuous improvement within the Court and team environment.

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Work Related Requirements
<i>The following work-related requirements will be assessed at different stages of the selection process.</i>
<u>ESSENTIAL</u>
<p>Exemplifies Personal Integrity and Self Awareness</p> <p>The ability to stay calm under pressure and the capacity to understand and act on constructive feedback</p> <p>Ability to follow and provide direction and inform the Supervisor of any potential issues. Gets on with the job and applies self to meet objectives, follows up to ensure work is finalised</p> <p>Behaves in a honest and professional way and aligns to values and expected behaviours</p>
<p>Communicates Effectively</p> <p>The ability to effectively communicate in a professional way with a wide range of people</p> <p>Actively listens and asks questions to ensure understanding, checks own communication has been understood by others</p>
<p>Builds Productive Relationships</p> <p>Builds and maintains productive relationships with team members, judicial officers and other teams.</p>
<p>Achieves Results</p> <p>An ability to organise and prioritise work, and meet deadlines in relation to competing work demands.</p> <p>Applies high level word processing, keyboarding and audio transcribing skills. Develops additional skills to meet performance expectations</p> <p>The ability to record information accurately and timely in a court setting, including files, orders and court records.</p>
<u>DESIRABLE</u>
<p>Knowledge of Court operations, policies and procedures</p>

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authorities Name	Michael Johnson
Signature	
Date	October 2015