



## **Chambers of the Judges and Masters Supreme Court of Western Australia**

### **PERSONAL SECRETARY**

**Level 3**

**Job Description**

**Generic**

#### **Description**

In the context of working with a small team of people within the Chambers of Judges and Masters of the Supreme Court, this position requires the ability to be flexible, work collaboratively with others and perform well in a pressured and sensitive work environment. Respect for confidentiality is essential.

The key responsibilities of this position are to provide a full range of personal and secretarial services and administrative assistance to the Judges and Masters of the Supreme Court.

#### **Outcomes**

1. Efficient and effective secretarial duties are performed within set timeframes and to the standard set by the Secretarial Supervisor.
2. Confidentiality is maintained in undertaking all work performed for the Judges and Masters of the Supreme Court
3. Legal documents, reports and correspondence are prepared accurately and in a timely manner.

#### **Location**

Supreme Court of Western Australia, Perth.

**Effective Date:** May 2014

## **RESPONSIBILITIES**

Under the direction of the Secretarial Supervisor undertakes the following secretarial and administrative responsibilities.

### **CUSTOMER SERVICE**

- Provides a high level of secretarial and administrative support to the Judges and Masters of the Supreme Court of Western Australia in a confidential, accurate and timely manner.
  - To operate under pressure in a sensitive environment and be able to co-ordinate workflow within the area.

### **TEAM WORK**

- Participates constructively and positively within workplace teams to achieve tasks.
- Participates with the training and induction of new secretarial staff.
- Participates with the Associates and Orderlies to ensure a smooth running of the Judge's or Master's Chambers

### **SERVICE DELIVERY**

- Transcribes confidential judgments and other correspondence from audio equipment and handwritten drafts.
- Responsible for using the integrated information system to process and prepare Court documentation including confidential judgments, addresses to juries, remarks on sentencing, criminal calendars, correspondence, reports, letters, memos and personal/confidential and general correspondence for Judges and Masters.
- Provides secretarial assistance to Judges and Masters including, travel arrangements, diary requirements, filing of Judges or Masters personal filing, and act as Secretary for Judicial committees as per Judge's requirements.
- Provides assistance with updating of Judges' and Masters' Loose leaf library services.

### **POLICY AND PROCEDURES**

- Follows workplace policies and procedures to achieve tasks
- Assists in developing and establishing procedures for information processing functions.

### **INFORMATION AND KNOWLEDGE MANAGEMENT**

- Accesses and applies identified and appropriate information to achieve tasks and undertake document control and retrieval.

### **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.

## **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.

## **WORK RELATED REQUIREMENTS**

*In the context of the position, all of the work related requirements must be addressed.*

1. Well developed oral, written and interpersonal skills with an ability to deal with people at all levels
2. High level word processing, keyboard and audio transcribing skills including attention to detail and accuracy
3. Demonstrated organisation skills including the ability to prioritise and complete work within set timeframes
4. Proven ability to work collaboratively in a small team environment
5. Substantial secretarial experience in a legal environment including demonstrated knowledge of legal terminology and case citation

<b>Position Title</b> Personal Secretary		
<b>Effective Date</b> November 2006	<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

### Reporting Relationships for Administrative Purposes

**Title**  
Manager Listings & Judicial Support  
Level 6

Responsible To

**Title**  
Secretarial Supervisor  
**Classification**  
Level 4

Responsible To

**THIS OFFICE**

Other offices reporting to this office

**Title and Classification:**  
**Personal Secretary L3 x 8**

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
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### Certification

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

<b>Executive Manager, Supreme Court of Western Australia</b> Graeme Ferguson
<b>Signature</b> <i>Graeme Ferguson</i>
<b>Date</b> 27 November 2006