



# 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.

<b>Position Title</b> <i>Clerical Relief Officer</i>		<b>Special Conditions</b>
<b>Effective Date</b> August 2014	<b>Position Number</b> 2719 & 9169	<b>Level</b> Level 1
<b>Division</b> Adult Custodial	<b>Directorate</b> Custodial Operations	<b>Branch</b> Casuarina Prison

## 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 the security and good order or the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.  
Managing the prison to ensure the care, well being and development needs of prisoners are met.  
The development of effective community and industry programs aimed at providing reparation to the Community.  
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

## Role of the Position

Casuarina Prison is situated approximately 40 klms from the CBD of Perth and is the State's largest Maximum Security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment and are rated Maximum Security. The Prison handles only male offenders, has a considerable budget and in the vicinity of 320 members of staff.

The Clerical Relief Officer will relieve public sector officer positions as directed within Casuarina Prison. Several of the positions include contact with offenders.



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### Responsibilities of this Position

#### Administration

Provides annual leave relief in all public sector positions including Human Resources, Cashier, Gratuities, Reception/Telephonist, Stores, Assessments and Industries administration areas.

Provide relief for staff undertaking training.

#### Customer Service

Ensures the delivery of quality products/services to internal and external customers.

#### Team Work

Participates constructively and positively within work place teams to achieve tasks.

#### Policy and Procedures

Follows workplace policies and procedures to achieve tasks.

#### Information and Knowledge Management

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

#### Cultural Change

Participates 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 to keep abreast of changes occurring within the working environment.

#### Ethical Behaviour

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

#### Equity, Diversity and Occupational Safety and Health

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

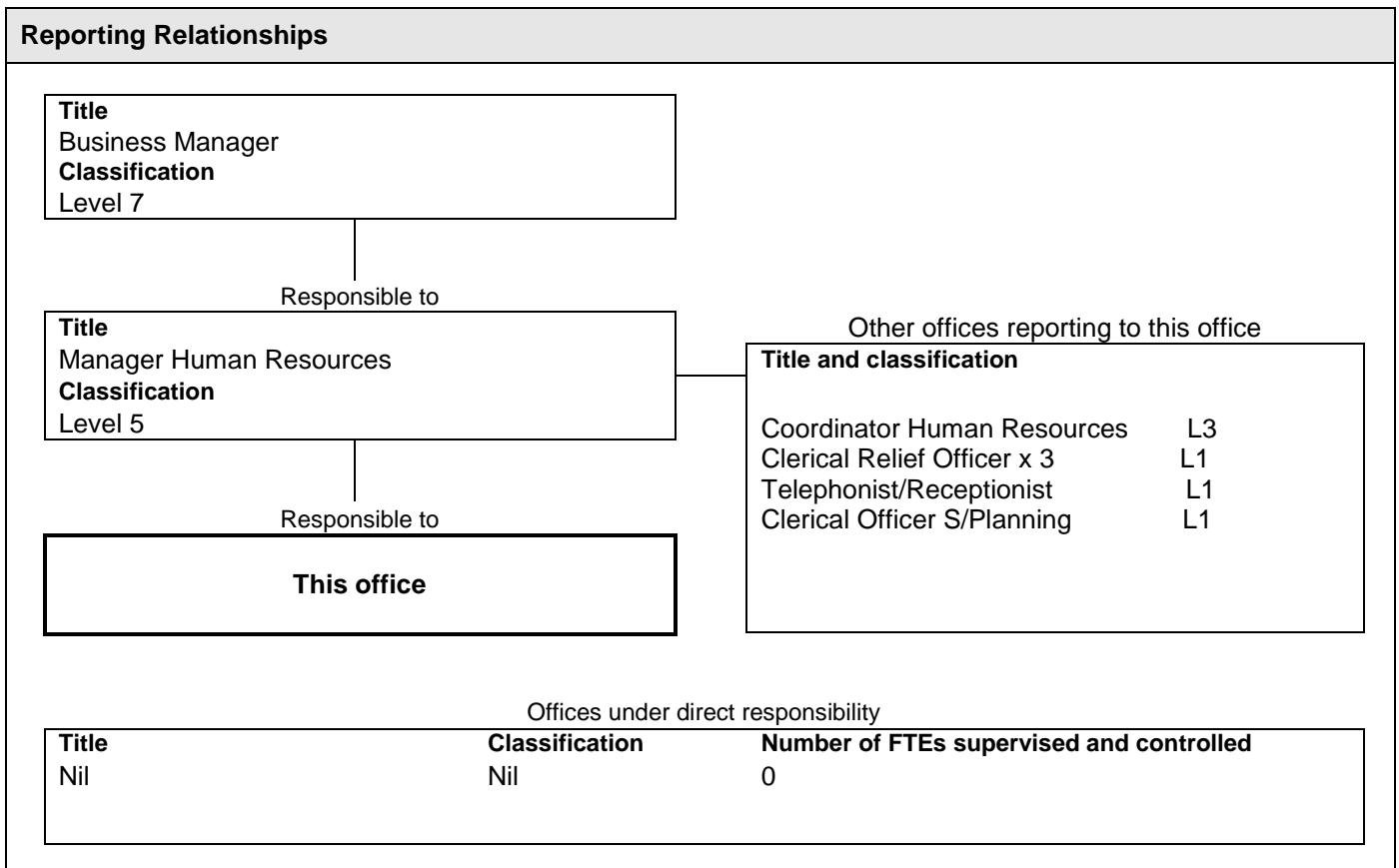
#### Other

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. Time Management</b>	The ability to prioritise, organise and complete tasks within set timeframes. Required to be flexible and change direction at short notice.
<b>2. Team Work</b>	The ability to participate in work groups to achieve positive outcomes.
<b>3. Computer Skills</b>	The ability to use computers effectively in an administrative setting with current Word, Excel and Outlook skills to perform data entry and retrieval and collate information/statistics.
<b>4. Communication</b>	Effective written, oral and interpersonal communication.
<b>5. Interpretation</b>	The ability to apply relevant processes, procedures and policies. The ability to use initiative to anticipate work requirements and take action without direct supervision.
<b>6. Financial Skills</b>	Accuracy in processing and data entry ability to analyse and examine data/information
<small>(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).</small>	

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<b>Location and Accommodation</b>
Location Casuarina Prison, 288 Orton Road, Casuarina, 6966.
Accommodation N/A
<b>Allowances / Special Conditions</b>
The Contract of Employment specifies conditions relating to this position.

<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>Delegated Authority Approval</b>	
Signature	
Date	/ /