



Summons and Subpoenas Officer

Legal Services

Position number	00038660
Agreement	Public Service and Government Officers CSA General Agreement 2017 or as replaced
Classification	Level 2
Reports to	Manager, Legal Services (Level SC 5)
Direct reports	Nil

Context

The Legal Services Branch provides advice to the Department on legal and legislation matters. The Branch deals with, and on behalf of the Department, provides advice about various, sensitive legal issues, complaints, administrative law, legislation issues, insurance and claims against the Department.

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Key responsibilities

- Registers detail of all summons and subpoenas received and records are made and maintained according to government recordkeeping standards and principles.
- Processes location orders, subpoenas, court orders and other legal documents received by the Legal Services Branch efficiently according to the Department's policies and protocols and legal requirements.
- Responds to general enquiries about the status of documents from operational personnel, Court staff and legal counsel, in a confidential, professional and timely manner.
- Assists in the co-ordination of the provision of documents for legal requirements.
- Provides support to other officers within Legal Services.

Selection criteria

1. Demonstrated experience in general administrative duties.
2. Demonstrated ability to use initiative and organisational skills, including time management.
3. Demonstrated well developed verbal communication skills with the ability to liaise effectively with officers at all levels.
4. Demonstrated ability to work independently or as part of a team.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 25 July 2019
Reference D19/0331714