



Job Description Form

3152 Clerk of the Court - Carnarvon

Magistrates Court and Tribunals

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / PSGOGA 2019

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Magistrates Court and Tribunals

Physical Location: Carnarvon

Reporting relationships

Responsible to: 003172, Regional Manager Murchison – Level 7

This position: 3152, Clerk of the Court – Carnarvon - Level 5

Direct reports: 008019, Supervising Customer Service Officer, Level 3

Overview of the position

The Magistrates Court and Tribunals Directorate is accountable for

Output 1: Judiciary and judicial support

Output 2: Case processing

Output 3: Enforcement of criminal and civil court orders

Output 4: Enhance Aboriginal services throughout the state

The Clerk of the Court is responsible for assisting with the effective management of the non-judicial functions of the Court and presides over a range of judicial and quasi-judicial proceedings. The position also provides support to the judiciary in the effective case management of court sittings.

Job description

As part of the Carnarvon Magistrates Court team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.
- Presides over a range of judicial and quasi-judicial proceedings for this Court. Perform the functions and duties and exercise the powers associated with the various statutory appointments of the court. Participate in reviews of legislation for its effectiveness and implications on court procedures and resources.
- Maintain a close working partnership with court management and the judiciary. Chairs meetings involving internal and external stakeholders.
- Ensure appropriate resources are allocated and managed to meet the needs of customers.
- Provides support services to the management team and magistrates to achieve customer service outcomes, which includes;
- Providing assistance on a range of issues;
- Providing advice on registry practices and procedures to all client groups;
- Dealing with more difficult client enquiries and correspondence in relation to the registry; and
- Liaising with court users to ensure the provision of timely, accurate and detailed level of service to customers.
- From time to time the incumbent may be required to perform relieving duties in other positions.

- Assist to manage and procure assets, facilities, technology and systems for a large customer service team under control.
- Administers and manages the human resources for the Court including the building of effective teams. Responsible for recruitment, selection, performance management, succession and training and development of staff.
- Contributes to business planning and collates statistics to inform the planning process for the court.
- Assist in the development of budget for the Court. Monitors and reports on the financial management of the Court. Maintain the integrity of court accounting systems in accordance with approved policies, procedures and legislation.
- Effectively use information, technology, records and knowledge management for the court. Ensure the integrity and propriety of the Court records. Responsible for researching and providing appropriate information for the resolution of complex matters.
- Promote and achieve a positive and innovative organisational culture.
- Identify and implement continuous improvement strategies within the Court. Participate in identification of initiatives to continuously improve the services provided within the region.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

- Understands the Department's objectives and links to the whole-of-government agenda;
- Understands the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals;
- Draws on information from a range of sources and use judgement to analyse findings, and
- Working within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

- Assesses project and program performance to identify areas of improvement and suggest changes to ensure positive outcomes;
- Demonstrated flexibility and ability to cope with day-to-day changes in priorities; and
- Supporting projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

- The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency;
- Consults and shares information with the team and seeks input from others where necessary;
- Actively encourages contribution and engagement; and
- The ability to recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

- Adheres to the Code of Conduct in all interactions;
- Maintains a high level of personal commitment to integrity, professionalism, probity and personal development;
- Takes responsibility for completion of works within timeframes and takes the initiative to progress work when required;
- Able to justify own position when challenged and acknowledges mistakes and learns from them, seeking guidance and advice when required; and
- Engages with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

- The ability to present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences;
- Listens to differing views and opinions and develops persuasive counter arguments;
- Strong interpersonal skills, with the ability to provide advice at various levels and effectively manage challenging situations and problems;
- Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.

Role Specific Criteria

- Essential: Substantial practical experience in the operation of court practices and procedures
- Essential: Experience in the interpretation and application of procedural law
- Desirable: Demonstrated progress in relation to professional development and continued learning

Special requirements/equipment

Nil

Certification

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

Martin Jackson

A/Director, Magistrates Court and Tribunal

Signature: _____ Date: 15-05-2020

HR certification date: May 2020