



## Administrative Assistant (Regional Office)

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	<i>May vary depending on the position</i>
<b>Direct reports</b>	Nil

### Context

Education regional offices provide information on local public school options, special programs and services such as school psychology, behaviour centres, home education and reporting students not attending school.

Visit the [education.wa.edu.au](http://education.wa.edu.au) link to find out more information about the Department of Education.

### Key responsibilities

- provides administrative assistance to the Regional Office, including the preparation and delivery of correspondence, preparation and distribution of agendas and minutes of meetings and follow up on actions, where required
- maintains an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other branch activities
- processes incoming and outgoing correspondence, actions routine and less complex matters by drafting responses and preparing basic reports
- manages incoming telephone calls, visitor enquiries, diary appointments and meetings, as necessary
- assists with travel arrangements, including preparing travel documents, booking flights and accommodation
- manages the assets register and ensures adequate office supplies are available
- assists with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring of expenditure and preparation of reports, as required
- performs specific duties and basic research

## Selection criteria

1. Demonstrated well developed knowledge and experience in administrative and clerical functions
2. Demonstrated well developed keyboarding and computer skills including a working knowledge of databases, spreadsheets and word processing
3. Demonstrated organisational skills with the ability to use initiative and work independently and as part of a team
4. Demonstrated well developed verbal communication skills with the ability to liaise effectively with officers at all levels
5. Demonstrated knowledge of and experience in account payments and monitoring expenditure for a work unit

## 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 18 July 2019  
Reference D19/0309266