


Job Description Form

1. Position Details

Position Title Clerical Officer			Position Number DBCA3161560
Level/Grade Level 1	Specified Calling N/A	Agreement PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Effective Date 30 May 2024
Division Regional and Fire Management Services		Branch South Coast Region	
Section Albany District		Location Albany	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7	Recruitment and Establishment Section Registered JDF 31 May 2024 	
↑	Responsible to		
Position Title Finance and Administration Officer	Level/Grade Level 3	← Other offices reporting directly to this office	
↑	Responsible to		
This position			
↑	Officers under <i>direct</i> responsibility		
Position Title Nil	Level/Grade	Approx. no. FTEs supervised	

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the immediate supervision of the Finance and Administration Officer:

- Provides general administration and clerical support to staff.
- Provides front counter and telephone reception services.
- Assists in the maintenance of financial management functions.
- Provides support to the operational functions of the department.

This position offers development opportunities for Aboriginal people with preference given to Wagyl Kaip Southern Noongar Community members.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the immediate supervision of the Finance and Administration Officer:

ADMINISTRATION (50%)

1. Ensures all customer contact including front counter, telephone and electronic enquiries are responded to in a timely and professional manner.
2. Assists with the maintenance of filing systems ensuring compliance with departmental and legislative record management requirements.
3. Processes outward mail, including maintenance of mail registers and databases, photocopying and filing.
4. Provides administrative and secretarial support to staff, including word processing, document production (printing and binding) mail merges and data entry, as directed.
5. Assists with the requisitioning of office stationery and office consumables, as necessary.
6. Maintains front office public display area, sale of publications, sales register maintenance and requisitioning of new stock.
7. Processes vehicle running sheets, monthly diesel bowser data and quarterly diesel rebate information to the Fleet Manager and processes any traffic infringements.
8. Liaises with corporate uniform suppliers for uniform orders and maintains staff uniform allocation list.

FINANCIAL (25%)

9. Collects and receipts revenue and carries out banking as required.
10. Balances and reimburses and maintains petty cash.
11. Assists with the preparation of accounts receivable, accounts payable, and corporate credit card purchases for input into the oracle financial system in accordance with the *Financial Management Act 2006* and departmental policies. Collates staff expenditure records for management approval.

GENERAL (25%)

12. Maintains telephone and radio communications with officers in the field and updates disposition board for all staff. Undertakes SAR watch for aircraft as required.
13. Provides information to the public and government agencies on departmental services and facilities.
14. Assists with the sale and / or processing of park passes, wildlife licences, kangaroo tags and infringement payments.
15. Arranges travel bookings for flights and accommodation for all staff.
16. Participates in annual asset stock take as required.
17. Operates, photocopier and other office equipment.
18. Maintains a tidy and safe office working environment and front reception area.
19. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
20. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
21. Performs other duties as required by the District Manager.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria. These should be addressed in no more than three pages in total.

1. Under Section 50d of the *Equal Opportunity Act 1984*, Aboriginality is a genuine requirement for this position with preference given to Wagyl Kaip Southern Noongar community members.
2. Experience in dealing with enquiries with a customer service focus.
3. Knowledge of how to use office equipment, and able to follow office procedures and administration, including competency in the use of computers for word processing and entering data.
4. Ability to undertake records management and general clerical duties, including the processing of financial documents.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Good oral and written communication and organisational skills, and an ability to analyse and suggest solutions to basic problems.
6. Good interpersonal skills and the ability to work as a member of a team.
7. Understanding of work health and safety, and equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence.
9. Ability to assume a specific role in emergency situations plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. **(Desirable)**

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

10. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Casual		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal computer, fax machines, photocopiers, scanners, printers, HF radio, Eftpos terminal switchboard.		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	531111
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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: