



<b>SECTION 4 - STATEMENT OF DUTIES</b>		<b>EFFECTIVE DATE OF DOCUMENT</b> 24/09/2015
<b>TITLE:</b> <b>COURT OFFICER (S50d)</b>	<b>CLASSIFICATION</b> Grade 2-3 (1.0 FTE)	<b>POSITION NO.:</b> CO-428
<b>BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE</b>		
<b>Duty No.</b>	<b>Details</b>	<b>%</b>
<b>1.0</b>	<b>PROFESSIONAL</b>	
1.1	Appear as counsel on behalf of clients in Magistrates and Children's Court for the purpose of presenting pleas in mitigations, making bail applications and applying for adjournments and/or remands.	70
1.2	Taking instructions from and providing legal advice to clients as required.	
1.3	Receive telephone calls from clients and others.	
1.4	Assist clients to understand all aspect of the court process.	
1.5	Assist lawyers in taking instructions from and advising clients.	
1.6	Provide lawyers and other staff with information in relation to cultural issues.	
1.7	Travel to ALSWA regional offices and attend circuit courts as required.	
1.8	Attend weekend court as required.	
1.9	Provide advice to clients via ALSWA afterhours telephone service and undertake after hours call outs as required	
1.10	Work cooperatively in a team environment with others inclusive of lawyers, other court officers and administrative staff.	
1.11	Visit prisons, juvenile detention centres and police stations to advise and assist clients.	
1.12	Assist in the development and delivery of community legal education activities.	
1.13	Participate in continuing professional development activities as required.	
1.14	Attend court officer unit meetings as required.	20
<b>2.0</b>	<b>ADMINISTRATION</b>	
2.1	Handle all aspects of file management in accordance with appropriate professional standards and ALSWA Policies and Procedures inclusive of archiving.	
2.2	Assist with the day-to-day administrative duties including data entry, file management and dealing with court documents.	10
<b>3.0</b>	<b>OTHER</b>	
3.1	Perform duties in accordance with a continuous process to monitor, evaluate and develop performance at a personal and service level.	
3.2	Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation.	
3.3	Perform duties in accordance with the ALSWA's Policies and Procedures.	
3.4	Perform other duties as directed.	

**FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually**

<b>SECTION 5 - SELECTION CRITERIA</b>		<b>EFFECTIVE DATE OF DOCUMENT</b> 24/09/2015
<b>TITLE:</b> <b>COURT OFFICER (\$50d)</b>	<b>CLASSIFICATION</b> Grade 2-3 (1.0 FTE)	<b>POSITION NO.:</b> CO-428

**ESSENTIAL**

1. Has a sound knowledge of the Western Australian Aboriginal community and issues affecting them in the location of employment.
2. Demonstrated ability to appear as an advocate in Magistrate and Children's Court.
3. Demonstrated sound communication skills (interpersonal, written and verbal) and ability to maintain confidentiality.
4. Demonstrated file management skills.
5. Demonstrated ability to work independently or as part of a team and willingness to develop and deliver information to staff, especially with respect to the continuing professional development of Court Officers.
6. Demonstrated high level organisational and time management skills with the ability to work under pressure.
7. Ability to travel when required.

**DESIRABLE**

1. Demonstrated knowledge of and commitment to Occupational Safety and Health, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery.

**SECTION 6 - APPOINTMENT FACTORS****LOCATION:**  
HALLS CREEK**ACCOMMODATION**  
N/A**PREQUIREMENTS SPECIFIC TO THIS POSITION**

- Section 50(d) Equal Opportunity Act 1984
- Must hold or be eligible to hold a certificate pursuant to Section 48 of the Aboriginal Affairs Planning Authority Act 1972.
- Possess a current motor vehicle driver's license.
- Produce a National Police Certificate (your criminal record). Having a criminal record does not necessarily disqualify you from appointment to this position
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
- Outcome and service focused.
- Committed to the principles of social justice.

**SPECIAL CONDITIONS/ALLOWANCES:**

N/A

**SECTION 7 - CERTIFICATION**

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**SIGNATURE:** \_\_\_\_\_  
DLS / DELEGATED AUTHORITY**SIGNATURE:** \_\_\_\_\_  
CEO / DELEGATED AUTHORITY**DATE:** \_\_\_\_\_**DATE:** \_\_\_\_\_

- (ii) As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.

\_\_\_\_\_  
**Signed & Acknowledged**\_\_\_\_\_  
**Dated**

CREATED/AMENDED	AUTHORISER	HR MANAGER APPROVED	DATE REGISTERED
24/09/2015		Renee Sarich	