



SUPREME COURT OF WESTERN AUSTRALIA

PERSONAL SECRETARY TO JUDGES AND MASTER

Position No: 2607

Salary: Level 3 Salary \$ 72,896 pa (GOSAC aligned)

The Supreme Court is looking for an experienced legal secretary who is organised and motivated, can work comfortably with senior judicial officers as well as work independently and as part of a team. They must be enthusiastic, energetic and willing to learn new skills and make a meaningful contribution, including bringing innovative change to the Court.

You will be required to work with sensitive materials and provide secretarial and administrative support directly to the judges and Master of the Supreme Court.

The Role of the Position includes:

- Transcribes confidential judgments and other correspondence from audio equipment and handwritten drafts.
- Responsible for using the integrated information system to process and prepare Court documentation including confidential judgments, addresses to juries, remarks on sentencing, criminal calendars, correspondence, reports, letters, memos and personal/confidential and general correspondence for the Judges and Master.
- Provides secretarial assistance to the Judges and Master to include travel arrangements, diary requirements and filing.

Tenure/duration of appointment: 12 months.

How to apply

Please submit a current comprehensive CV including the contact details of two referees and a statement addressing your suitability for this position

To submit your application email to Jo.Ward@justice.wa.gov.au. Applications may also be considered for future secretarial positions if vacancies arise within the secretarial team.

Please review the attached JDF for further information about the work-related requirements of the position. For further job-related information contact Ms Jo Ward (08) 9421 5521.



Chambers of the Judges and Masters Supreme Court of Western Australia

PERSONAL SECRETARY

Level 3

Job Description

Description

In the context of working with a small team of people within the Chambers of Judges and Master of the Supreme Court, this position requires the ability to be flexible, work collaboratively with others and perform well in a pressured and sensitive work environment. Respect for confidentiality is essential.

The key responsibilities of this position are to provide a full range of personal and secretarial services and administrative assistance to the Judges and Master of the Supreme Court.

Outcomes

1. Efficient and effective secretarial duties are performed within set timeframes and to the standard set by the Manager, Judicial Services.
2. Confidentiality is maintained in undertaking all work performed for the Judges and Master of the Supreme Court.
3. Legal documents, reports and correspondence are prepared accurately and in a timely manner.

Location

Supreme Court of Western Australia, Perth.

Effective Date: July 2019

RESPONSIBILITIES

Under the direction of the Manager, Judicial Services, undertakes the following secretarial and administrative responsibilities.

CUSTOMER SERVICE

- Provides a high level of secretarial and administrative support to the Judges and Master of the Supreme Court of Western Australia in a confidential, accurate and timely manner.
- To operate under pressure in a sensitive environment and be able to co-ordinate workflow within the area.

TEAM WORK

- Participates constructively and positively within workplace teams to achieve tasks.
- Participates with the training and induction of new secretarial staff.
- Participates with the Associates and Orderlies to ensure a smooth running of the Judge's or Master's Chambers.

SERVICE DELIVERY

- Transcribes confidential judgments and other correspondence from audio equipment and handwritten drafts.
- Responsible for using the integrated information system to process and prepare Court documentation including confidential judgments, addresses to juries, remarks on sentencing, criminal calendars, correspondence, reports, letters, memos and personal/confidential and general correspondence for Judges and Master.
- Provides secretarial assistance to Judges and Master including, travel arrangements, diary requirements, filing of the Judge's or Master's personal filing, and act as Secretary for Judicial committees as per the Judge's requirements.

POLICY AND PROCEDURES

- Follows workplace policies and procedures to achieve tasks.
- Assists in developing and establishing procedures for information processing functions.

INFORMATION AND KNOWLEDGE MANAGEMENT

- Accesses and applies identified and appropriate information to achieve tasks and undertake document control and retrieval.

CULTURAL CHANGE

- Participates within and contributes to a positive and innovative workplace environment.

CONTINUOUS IMPROVEMENT

- Participates in the identification of and applies opportunities for continuous improvement within the team.

CORPORATE CITIZENSHIP

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.
- Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

WORK RELATED REQUIREMENTS

In the context of the position, all of the work related requirements must be addressed.

1. Well developed oral, written and interpersonal skills with an ability to deal with people at all levels.
2. High level word processing, keyboard and audio transcribing skills including attention to detail and accuracy.
3. Demonstrated organisation skills including the ability to prioritise and complete work within set timeframes.
4. Proven ability to work collaboratively in a small team environment.
5. Substantial secretarial experience in a legal environment including demonstrated knowledge of legal terminology and case citation.

Position Title Personal Secretary		
Effective Date	Position Number Generic	Level 3
Division Court & Tribunal Services	Directorate Higher Courts	Branch Supreme Court

Reporting Relationships for Administrative Purposes

Title		
Executive Manager		
Level 8		
Responsible to		
		Other offices reporting to this office
Title		Title and Classification:
Manager, Judicial Services		Manager Media & Public Liaison L7 x 1
Level 6		Senior Legal Research Officer L7 x 1
Responsible To		Executive Assistant to the Chief Justice L5 x 1
		Principal Associate to the Chief Justice L5 x 1
		Personal Secretaries L3 x 9 (including Position No 020454)
THIS OFFICE		Associates L3 x
		Orderly to the Chief Justice L2 x 1
		Orderlies L2 x 1

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
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