



## **SUPREME COURT OF WESTERN AUSTRALIA**

### **ORDERLY/SUPPORT OFFICER PRESIDENT BUSS**

Applications are sought from law graduates or part-time law students for the position of **Orderly/Support Officer to President Buss** of the Court of Appeal of Western Australia.

The Orderly/Support Officer provides clerical and administrative support to the judge. This is a part-time position (37.5 hours per fortnight) and the appointment will be by contract of employment for a period of about 17 months beginning on 6 August 2018 and ending on 24 December 2019. The position requires the applicant to provide his Honour with a high standard of support in and out of court.

The duties of the Orderly/Support Officer will include:

- assisting with legal research
- the preparation of hearing files and the distribution of files and paperwork at the completion of hearings
- the preparation of courtrooms and the operation of court equipment, including opening and closing the court as required and calling and swearing in of witnesses to the extent required, ensuring security and decorum are maintained in chambers, court and the public areas of the court, and assisting with obtaining names of counsel and parties appearing
- assistance to the Associates of President Buss to ensure court hearings proceed smoothly and efficiently
- the provision of information and assistance to customers of the court in accordance with established policies and procedures
- administrative and clerical duties including the making of travel arrangements for his Honour, obtaining authorities, attending to photocopying, mail and message requirements, locating, tracking and obtaining files required by his Honour or the Associates, and amending loose-leaf materials and statutes
- assisting as part of a combined orderly group when required for court functions
- other incidental office and personal tasks as required by his Honour from time to time

- participating with and contributing to a positive and innovative workplace environment, participating in the identification and application of opportunities for continuous improvement within the court

The successful applicant will have the opportunity to acquire a detailed understanding of a range of criminal and civil matters and court procedures whilst working under his Honour's supervision.

The successful applicant must be able to maintain confidentiality and be prepared to work flexible hours from time to time. They will be required to exercise common sense and initiative.

The following essential work-related requirements may be assessed as part of the selection process:

- effective written, oral and interpersonal communication with an ability to liaise with members of the judiciary and legal profession
- time management, including the ability to prioritise, organise and complete work within set timeframes
- research and analytical skills

The successful applicant will also need a C-class driver's licence including, preferably, a manual licence.

**Enquiries and applications should be directed by email to:**

Ms Dominique Roth  
Research Associate to the Hon President Buss  
Supreme Court of Western Australia  
Stirling Gardens  
Barrack Street  
PERTH WA 6000

Email: **Associate.Justice.Buss@justice.wa.gov.au**

Ph: (08) 9421 5301

**APPLICATIONS CLOSE 4PM, 18 JULY 2018 (AWST)**

(Late applications will not be considered)