

Role Description

Position Title: Administrative Officer
Vacancy Ref. No:
Branch/Division: Queensland Court Services
Closing Date:
Location: Brisbane
Total Remuneration (includes employer superannuation contributions of 12.75% and annual leave loading of 17.5%): \$0000.00 - \$0000.00 (Gross Fortnightly Salary)
Classification: AO2
Status: Status should state either Permanent/Temporary for months
 (This sentence is not to be deleted)
 Hours will be negotiated with the successful applicant (Refer Working for DJAG document).
\$00000.00 - \$00000.00pa

Contact name and Title:
Telephone:

About the Department

The Department contributes to a fair and just society and safe, healthy and productive workplaces.

About the Role

To ensure that administrative processes are performed efficiently, including the delivery of quality services to members of the public, judicial officers and other internal and external clients.

Key Responsibilities

- Provide information to members of the public, jurors and other internal and external stakeholders about Court and Registry services.
- Make proclamations, open, adjourn and close courts, administer prescribed oaths or affirmations and maintain security, care and control of jurors, and perform other court-related duties as required.
- Provide administrative support to ensure the efficient and effective operation of Queensland Courts and Queensland Court Services Registries.
- Comply with administrative systems and processes relating to the operation of the Court and Registries to ensure the delivery of quality services to relevant clients and stakeholders.
- Prepare, process and manage correspondence, court documents, exhibits, and documents of an administrative/financial nature in accordance with legislation and departmental policies and procedures in a timely and accurate manner.



Online Applications

DJAG encourages applicants to apply on-line for jobs through the *Smart Jobs and Careers* website (www.smartjobs.qld.gov.au).

Online applications have special requirements:

- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government Smart Jobs and Careers website at www.smartjobs.qld.gov.au;
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications;
- Do not attach photographs, certificates, references or other large graphics to your application;
- Late applications cannot be accepted online; and
- Any documents attached to smartjobs or submitted by email should be in Microsoft Word 2003 or PDF format and NOT saved as a zipped file.

Offline Applications

These can be emailed to P1JAGRecruitmentMailbox@ssa.qld.gov.au or posted to:

Vacancy Processing Officer (Recruitment)

Shared Service Agency

GPO Box 2946 BRISBANE QLD 4001

When applying off-line you will also need to complete and submit an "Offline Application for Advertised Position" form. This can be obtained from the *Smart Jobs* website at www.smartjobs.qld.gov.au

ADDITIONAL INFORMATION

- Applications to remain current for 12 months.
- The incumbent may be required to work hours outside the normal work hours.
- A Criminal History Check may be undertaken for this position on any recommended applicant due to the nature of the work involved. More information on a Criminal History Check can be found on the Employment Screening section of the DJAG internet.
- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits for this position please refer to the Working for DJAG document.
- Further information and assistance for applying for jobs at the department is available from our [website](#)
- A minimum probation period of 3 months may apply.
- All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*.
- Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

NEW EMPLOYEE NUMBER

DUE TO MIGRATION TO ACE