



Courts Administration Authority JOB PROFILE

Position	Associate
Division	Higher Courts Division
Remuneration	JUA-1, JUA-2, JUA-3

THE COURTS ADMINISTRATION AUTHORITY

The Courts Administration Authority is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

HIGHER COURTS DIVISION

The Higher Courts Division comprises the Supreme Court, the District Court, the Environment, Resources and Development (ERD) Court and Probate. Staff of the Higher Courts Division are responsible for supporting the participating courts by providing non-judicial administrative functions and support to the business of each Court.

THE ROLE

The role of an Associate is to provide legal and administrative assistance in and out of court to a Judge to whom they are assigned.

KEY ACCOUNTABILITIES / RESPONSIBILITIES

- Provide a legal, administrative, and research function including managing files, case outcomes and exhibit returns.
- Undertake in-court duties including calling on cases, administering oaths, arraignment of accused persons, empanelling juries and preparation of relevant documentation.
- Ensure the efficient conduct of chambers, including the provision of clerical support such as attending to correspondence as required by the Judge.
- Deliver a personal, confidential and professional service to the Judge both in and out of court.

KEY RELATIONSHIPS

Reports to the Principal Registrar through the Executive Assistant to the Chief Justice, or the Manager, Associates.

This role maintains working relationships with:

- the judiciary
- staff of the Courts Administration Authority
- staff of other Government Departments

- the legal profession
- members of the public

QUALIFICATIONS

A Bachelor of Laws Degree:

For appointment at the JUA1 level – un-admitted practitioner;

For appointment at the JUA2 level – admitted to practice in the State of South Australia (i.e. successful completion of a Graduate Diploma or Certificate in Legal Practice);

For appointment at the JUA3 level – A minimum of one year's practicing experience as a legal practitioner after being admitted to practice in the State of South Australia. One year's practicing experience as a legal practitioner may include:

- a) time spent employed as a legal practitioner at a law firm, or government department (e.g. the Crown or the DPP); or
- b) time spent working as an associate after the associate has been admitted; or
- c) a combination of (a) and (b)

Time spent employed as a legal practitioner will only count toward the one year's practicing experience where the person held a valid practicing certificate. Evidence of practicing experience must be provided, by way of a copy of the practicing certificate together with a letter from the previous employer confirming the duration of your employment. One year's practicing experience as a legal practitioner may not include time spent as a clerk at a law firm, government department or chambers.

SELECTION CRITERIA

Essential

- Experience in administering and interpreting legislation, rules and regulations.
- Ability to comprehend and intelligently deal with work of a diverse and complex nature.
- Ability to use personal computers, software and hardware, specifically Microsoft applications.
- The confidence and appropriate demeanour to perform the administrative functions in court.
- An understanding of the practices and principles pertaining to the courts system and the philosophies relating to court services and the administration of justice.
- Ability to clearly express and present ideas using appropriate language and adjusting communication to the needs of the audience (including non-verbal communication).

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- As a justice agency, the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.
- Some out of hours work will be required and may extend beyond normal office hours.
- You may be required to undertake work related intra or interstate travel, which may require driving a motor vehicle and overnight absences.
- Travel to attend country circuits is necessary and will require overnight absences for up to one month with capacity to return to Adelaide on weekends.