



Courts Administration Authority JOB PROFILE

Position	Judicial Assistant to a Judicial Officer (Supreme, District and ERD Court)
Division	Higher Courts Division – Supreme Court, District Court, Environment, Resources and Development (ERD) Court
Remuneration	ASO3

THE COURTS ADMINISTRATION AUTHORITY

The Courts Administration Authority (the CAA) is constituted by the *Courts Administration Act 1993* (SA) (the Act). The Act established the State Courts Administration Council (the 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 Judicial Assistant (JA) is primarily responsible to the Judicial Officer to whom she/he is assigned for all chamber and court-related matters.

The role is located in the respective Judicial Officer's Chambers in the Supreme Court or District Court of South Australia.

KEY RELATIONSHIPS

The Judicial Assistant is responsible for the performance of their duties to the Judge for whom they are assigned for court-related matters, and to a manager for personnel, operational and other administrative matters.

This role maintains key working relationships with:

- Judicial Officers within the Higher Courts Division
- Other CAA staff
- Higher Courts Registry
- Court users
- Legal profession
- Other government agencies

KEY ACCOUNTABILITIES / RESPONSIBILITIES

Court Administrative Service

- Provide a comprehensive and highly confidential administrative, secretarial, clerical and in-court support to a judicial officer.
- Communicate with court staff, the legal profession and court users regarding files and documentation, details of proceedings in court and court protocol and procedures.
- Facilitate the orderly progression of matters in the courtroom and ensure that court files are prioritised and managed accordingly.
- Ensure that appropriate court documents are maintained and completed before and after court proceedings and take responsibility for the custody of exhibits until their return to the parties.
- Provide support in the induction and training of new JAs and PAs on duties, protocol and procedures.
- Assist Court Transcription by operating digital audio systems in court.

Customer Service

- Show awareness and sensitivity to the diverse needs of court users respecting different views and cultural beliefs.
- Deliver a high standard of professional services to court users and members of the legal profession in line with CAA service delivery requirements.

Communication and Relationship Building

- Build and maintain strong positive working relationships with the judiciary and CAA staff.
- Liaise with members of the legal profession and other areas of government in relation to matters before the court.
- Liaise effectively with Higher Courts Registry staff and other CAA staff to ensure efficiency of court operations and procedures.

SELECTION CRITERIA

Essential

- Demonstrated experience and proven competence in high level secretarial and administrative services support.
- Well-developed communication skills, both written and verbal, with the ability to write clearly and concisely with a high level of attention to detail.
- Demonstrated ability to manage competing priorities, use initiative, organise and accurately complete work within set timeframes in a demanding environment.
- Proven skills in providing excellent client service, showing awareness and sensitivity to the diverse needs of court users, respecting different views and cultural beliefs.
- Proven ability to effectively build positive relationships with team members and court users through effective communication, negotiation and conflict resolution skills.
- Experience in performing research tasks and disseminating information.
- Demonstrated ability to work under limited supervision and cope with high workload volumes.
- Proficient keyboard skills and competency in the use of Microsoft Office programs, particularly Microsoft Word and various databases.
- Highly proficient typing skills with a minimum of 60 wpm and with a high level of accuracy.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993 (SA)*. Terms and Conditions of employment are governed by the *Public Sector Act 2009 (SA)*.
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.
- 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.
- You may be required to undertake work related intra or interstate travel, which may require driving a motor vehicle and overnight absences.
- Duties may include travel to country circuits.