



Courts Administration Authority JOB PROFILE

Position	Inquest Support Officer
Division	Coroner's Court
Remuneration	ASO3

THE COURTS ADMINISTRATION AUTHORITY

The Courts Administration Authority (CAA) is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council ("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.

THE CORONERS COURT

The Coroners Court provides a broad range of services to the community by assisting bereaved families to understand the coronial investigation process and investigating circumstances of deaths reportable to the State Coroner pursuant to the *Coroners Act 2003*.

The coronial jurisdiction is a sensitive and unique environment that requires adherence to the highest level of confidentiality. Staff working within this jurisdiction may be exposed to court evidence that at times will be graphic or disturbing.

THE ROLE

The Inquest Support Officer assists with preparation of inquests by providing a confidential and efficient administrative support service as required by the Special Counsel Assisting the State Coroner and Deputy State Coroner.

KEY RELATIONSHIPS

This position reports to the Personal Assistant to the State Coroner and maintains key working relationships with:

- State Coroner and Deputy State Coroners
- Special Counsel Assisting
- Manager Coroners Court

KEY ACCOUNTABILITIES / RESPONSIBILITIES

- Provide a confidential administrative service to Special Counsel Assisting the State Coroner and Deputy State Coroners by conducting file management on a large number of files and exhibits and preparing and responding to various correspondence.
- Provide information relating to the conduct of coronial inquests by liaising with administration staff, counsel, the public and other interested parties.
- Assist with preparation of inquests by producing and issuing court documents, notifying and liaising with stakeholders and next of kin, and ensuring appropriate information is recorded and provided to relevant parties in an accurate and timely manner.
- Communicate with various independent professionals and police officers, provide copies of relevant reports, and organise the giving of evidence.
- Assist Special Counsel in data extraction and searching for precedent material.
- Diary management for inquests for Special Counsel, setting court dates and sitting times and arranging necessary appointments.
- Arrange court reporting and security services to the Coroners Court including advising all parties of adjourned dates.
- Provide administrative support to the Coroners Court registry and the Personal Assistant to the State Coroner during periods of heavy workload.

SELECTION CRITERIA

Essential

- Ability to successfully operate and transcribe from a digital Dictaphone machine.
- High level administrative skills, time management and organisation.
- Experience in successfully dealing with heightened and distressed people.
- High level oral and written communication skills.
- Experience in the use of data management systems and Microsoft Office applications.

Desirable

- Knowledge of the Courts Administration Authority structure and of the principles of judicial independence.
- Knowledge of the *Coroners Act 2003*.
- Knowledge of medical terminology.
- Experience in records management

SPECIAL CONDITIONS

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- 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.