

Job Profile

Position: **Deputy Registrar**

Division: CourtSA, Whyalla Magistrates Court

Remuneration: ASO3

THE ORGANISATION

The Courts Administration Authority (CAA) 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.

COURTSA REGISTRIES

CourtSA Registries operate within the CourtSA branch of the Courts Administration Authority (CAA), providing essential administrative services to the Magistrates Courts across metropolitan and regional South Australia.

These registries are fundamental to the effective operation of the court system, managing court records, maintaining files, supporting case progression, and serving as the primary point of contact for both the legal profession and members of the public.

The administration of the Magistrates Court is overseen by the Principal Registrar and Chief Operating Officer who both hold a critical leadership position within South Australia's judicial system. As senior authorities for court administration within the Magistrates Court, they are accountable for ensuring operational effectiveness, procedural integrity, and legislative compliance.

To facilitate the delivery of registry services throughout the state, these senior registrars delegate authority to registrars, deputy registrars, and local registry teams. This delegation framework is supported by a central Operational Registry Leadership Team led by the Chief Operating Officer and Registry Services Manager, who provide strategic direction, promote consistency in practice, and maintain high standards of service quality across all registry locations.

THE ROLE

The Deputy Registrar contributes to the effective operation of the Whyalla Magistrates Court Registry and to the consistent delivery of registry services across South Australia. Working under the direction of the Registrar, the position is responsible for the day to day management of registry operations, including the accurate and timely processing of court documentation, the management of enquiries from court users, and the supervision of Court Officers.

The Deputy Registrar is appointed under the *Magistrates Court Act 1991* and exercises statutory and quasi judicial functions within delegated authority. The position deputises for the Registrar during periods of absence.

CourtSA Registries operate as a single statewide service. While based at Whyalla, the Deputy Registrar contributes to work generated at other registry locations and supports uniform practice, procedure and service standards across the state.

This position is located at the Whyalla Magistrates Court.

KEY RELATIONSHIPS

This position reports to the Registrar, Whyalla Magistrates Court, and supervises Court Officers and other staff within the registry. The role works closely with registrars and deputy registrars at other locations, and with the Registry Services Manager and the Manager, Registry Operations.

Key internal and external relationships include:

- Judiciary
- Registry, Sheriff's Officers, and Judicial support staff
- Court Users
- Legal profession and prosecuting agencies
- External Organisations

KEY ACCOUNTABILITIES / RESPONSIBILITIES

The Deputy Registrar will achieve the following objectives and key outcomes:

- Deliver accurate, timely and consistent registry services:
 - Process documents and transactions lodged at the Court, or produced in the registry, accurately and in accordance with service standards, including work allocated from other registry locations.
 - Provide accurate information and procedural advice to court users, the legal profession, government agencies and members of the public.
 - Exercise sound judgement in resolving enquiries and complaints within delegated authority, escalating matters to the Registrar where appropriate.
 - Ensure monetary transactions are accurately processed and that disbursements and reconciliations are prepared within required timeframes.
 - Prepare court documents, orders and correspondence accurately and within required timeframes.
- Exercise statutory and quasi judicial functions:
 - Undertake the duties of a Deputy Registrar as appointed under the *Magistrates Court Act 1991*, including signing court documentation, processing matters before the Court, and acting in a quasi judicial capacity as directed by the Registrar or the Court.

- Where appointed as a Deputy Sheriff under the *Sheriff's Act 1978*, exercise the powers and duties of that office as required.
- Interpret and apply legislation, rules of court, practice directions and CourtSA procedures consistently and within delegated authority.
- Maintain the integrity and security of court records and ensure compliance with legislative, privacy and records management requirements.
- Support the leadership and supervision of the registry team:
 - Organise, coordinate and prioritise registry workloads to ensure the timely and consistent delivery of services to court users.
 - Provide day to day supervision, direction and support to Court Officers, including coaching, on the job training and constructive performance feedback.
 - Assist the Registrar with rostering, leave planning, workload allocation and the induction of new staff.
 - Perform all or some of the duties of the Registrar during periods of absence.
 - Liaise with the Judiciary, management, external organisations and stakeholders to support the efficient operation of the Court and Registry.
- Contribute to continuous improvement and statewide consistency:
 - Identify and contribute to improvements in registry practices, procedures and systems, having regard to the strategic direction of the Courts Administration Authority.
 - Support the implementation of statewide initiatives, system changes and process improvements at the local registry.
 - Contribute to the development and maintenance of procedural documentation and knowledge resources.
- Contribute to effective communication within the workplace and with court users.
- Work effectively as an individual and as part of a team by being accountable, using initiative, being self motivated and building relationships with others and contributing to the broader objectives of the work unit.
- Adhere to the provisions of relevant legislation including, but not limited to, the Work Health and Safety Act 2012, and associated regulations, in particular the requirements and duties under "Division 4 – Duty of officers, workers and other persons" and the Return to Work Act 2014.

SELECTION CRITERIA

Essential

- Demonstrated ability to supervise others, provide clear direction and coordinate workloads to ensure the smooth and efficient operation of a registry or comparable work unit.
- Demonstrated ability to manage competing priorities, use initiative, and accurately complete work within set timeframes in a demanding and diverse environment.
- High level of interpersonal, negotiation and communication skills, including the ability to resolve conflict and manage difficult situations with court users.
- Experience in providing a high level of service, information and procedural advice to a range of court users and stakeholders.

- Ability to read, interpret and apply legislation, regulations, rules of court and procedures.
- Ability to work independently and as part of a team, including the ability to exercise sound judgement and make decisions within delegated authority.
- Ability to maintain high levels of privacy and confidentiality whilst working with highly sensitive information.
- Awareness and sensitivity to the needs of people from diverse backgrounds and cultures, including Aboriginal and Torres Strait Islander peoples.
- Proficient in using Microsoft Office products and other business management systems.

Desirable

While not essential, it will be considered favourable if the Deputy Registrar has some, or all, of the following skills/abilities/knowledge/experience/qualifications:

- Experience in delivering services in a court, tribunal or legal environment.
- Experience using the Electronic Court Management System (ECMS) or a comparable case management system.
- Knowledge of the Courts Administration Authority structure and of the principles of judicial independence.
- Knowledge of the civil and criminal justice systems and the legislation conferring jurisdiction to the Magistrates Court and Youth Court.
- Previous experience working in, or with, regional and remote communities.

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*.
- 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.
- This position is located at the Whyalla Magistrates Court.
- Undertake work related intrastate travel, including travel to other courthouses and circuit locations, which may require driving a motor vehicle and overnight absences.
- Some out of hours work may be required.