Job Profile

Position: **Magistrates Clerk**

Division: Court Services – Magistrates Clerks Branch

Remuneration: ASO3/ASO4

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.

THE MAGISTRATES COURT

The Magistrates Court of South Australia is established by the *Magistrates Court Act 1991*.

The work of the Magistrates Court covers both civil and criminal jurisdictions, and the Court sits at over 35 different locations across the State. At some of these locations Magistrates hear and determine proceedings in the youth jurisdiction.

The vision of the Magistrates Court is to be an accepted and valued part of the community and a major contributor to a fair and just society and its mission is to facilitate the community's access to a quality justice system.

THE ROLE

The Magistrates Clerk is responsible for the provision of an in-court and out-of-court administrative support service to the magistracy including the accurate recording of court proceedings.

KEY RELATIONSHIPS

Reports to the Manager, Judicial Support and Deputy Manager, Magistrates Clerks Branch.
This position maintains key working relationships with:

- Judiciary

- Registry
- Sheriff's Officers
- Judicial support staff
- Court Users
- External Organisations

KEY ACCOUNTABILITIES / RESPONSIBILITIES

The Magistrates Clerk will achieve the following objectives and key outcomes:

- Provide a comprehensive administrative support service to the Magistracy, both in and out of court.
- Ensure the orderly progression of matters in the Courtroom by:
    - prioritising and managing court files.
    - calling on matters to be heard by the court in an efficient and effective manner.
    - liaising with the prosecution, the legal profession, government agency representatives and unrepresented litigants.
    - accurately recording the outcome of court proceedings.
    - ensuring the provision of service to all court users within established practice and procedure, uniformity of court processes and in accordance with service standards.
- Manage and produce court documents to accurately reflect the orders of the Court in a timely manner, including:
    - collecting and checking rosters, case lists, files and case information.
    - using equipment for the recording of court proceedings.
    - producing and delivering court transcript.
    - completing documentary requirements.
    - committals and appeals.

SELECTION CRITERIA

Essential

- Ability to manage competing priorities, use initiative, organise and accurately complete work within set timeframes in a demanding and diverse environment.
- Ability to work calmly under pressure and to simultaneously perform multiple tasks.
- Typing speed of at least 50 words per minute with 98% accuracy.
- Audio recording and transcribing skills.
- Experience in the use of Microsoft Office applications and databases.
- Good communication, liaison and conflict resolution skills.
- Experience in providing a high level of administrative support service.
- Demonstrated skills in providing excellent customer service, showing awareness and sensitivity to the diverse needs of customers, respecting different views and cultural beliefs.
- Skills in the use of technology, including the ability to quickly learn and use new technology.

- Demonstrated ability to work effectively with members of a team and those outside formal lines of authority.
- Ability to be adaptable, flexible, accountable, and self-managed.

Desirable

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

- Knowledge and understanding of:
    - The Courts Administration Authority structure.
    - The principles of judicial independence.
    - The civil and criminal justice system and the legislation conferring jurisdiction to the Magistrates Court and Youth Court.
    - Legal terminology and legal processes.
- Knowledge, skills or experience in courts administration, including an understanding of manual and electronic file endorsements.
- Skills in coaching or on the job training.
- Evidence of ability to contribute to continuous improvement processes.

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.
- You will be required to undertake work related intra or interstate travel, which may require driving a motor vehicle and overnight absences.
- You will be required to work at any court sitting place in any jurisdiction of the Magistrates Court or Youth Court, or any business unit on a temporary or ongoing basis.