DISTRICT COURT OF WESTERN AUSTRALIA

USHER TO HER HONOUR JUDGE CHARLOTTE WALLACE

Location:	District Court of Western Australia 500 Hay Street Perth, Western Australia
Job Type:	Full Time
Qualification:	Law Graduate or working towards Law Degree
Commencement Date:	November 2026
Salary:	$71,206

Applications are invited for the position of Usher to Her Honour Judge Wallace. This is a full-time position and appointment will be by contract of employment for a period of 12 months, with the opportunity to extend.

Role: The Usher will be required to:

- Assist with the preparation of sentencing and hearing files and the distribution of files and paperwork at the completion of hearings.
- Prepare courtrooms and attend court for trials, sentencing and other hearings.
- Use technology to complete clerical duties and operate electronic equipment in the courtroom.
- Perform other duties as required by the Judge which may include undertaking legal research and preparing evidence summaries.
- Assist the Associate to ensure court hearings proceed smoothly and efficiently.
- Make travel arrangements and be prepared to travel throughout the State for up to a one-week period, three to four times per year.
- Possess a valid 'C' class driver's licence.

Ushers have the opportunity to acquire a detailed understanding of a range of criminal and civil matters and court procedures whilst working under the supervision of a member of the judiciary. The successful applicant will be able to work as a member of a team, maintain confidentiality, be prepared to work flexible hours from time-to-time and possess the ability to manage personal exposure to matters of a sensitive nature.

Work related requirements: The following essential work-related requirements may be assessed as part of the selection process:

- Completion of a law degree or working towards a law degree and willing to work full time.
- Communication and interpersonal skills.
- Time management and organisational skills.
- Research and analytical skills.
- Ability to interpret and apply legislation.

All employees are required to undergo a National Criminal History check. For appointment to the position, you must be an Australian citizen or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense).

How to Apply: Applicants are to submit written applications of not more than two pages addressing the essential work-related requirements and a CV and current academic transcript with contact details of two referees. Applications are to be sent via email to associate.judge.wallace@justice.wa.gov.au

Closing Date: 4.30pm WST Friday 4 September 2026

Late applications will not be accepted.

When considering whether this role is right for you, it is important to consider the jurisdiction of the District Court. The Court deals with serious criminal offences including, robbery, criminal damage, serious fraud and commercial theft, burglary, and drug offences. The Court also deals with serious assaults and sexual assaults, including those against children. In the course of their duties, incumbents will encounter materials (including but not limited to photographs, videos, written statements, and oral evidence) associated with these charges. This material may be confronting and/or distressing. The Court is committed to reducing exposure to these materials for staff wherever possible and the Department of Justice offers services and resources to support staff.