



## DISTRICT COURT OF WESTERN AUSTRALIA

### ASSOCIATE TO A DISTRICT COURT JUDGE

<b>Location:</b>	District Court of Western Australia 500 Hay Street Perth, Western Australia
<b>Job Type:</b>	Full Time
<b>Qualification:</b>	Law Graduate or working towards Law Degree
<b>Commencement Date:</b>	February 2023
<b>Salary:</b>	\$72,896

Applications are invited for the position of Associate to a District Court Judge. This is a full-time position and appointment will be by contract of employment for a period of 12 months with a salary equivalent to Level 3.1 under the Government Officers' Salaries, Allowances and Conditions General Agreement with the opportunity to extend.

**Role:** The Associate will be required to:

- Manage the preparation of trial, sentencing and hearing files,
- Liaise with members of the Legal profession to arrange hearings,
- Preparation of trial list hearings for both Perth and circuit locations,
- performs other duties required by the Judge which may include undertaking legal research on behalf of the Judge and preparing evidence summaries,
- Run court hearings including using technology to enable recording of evidence and video links.
- provide information and assistance to customers of the court in accordance with established policies and procedures.
- be prepared to travel throughout the State for two-week periods three to four times per year.

The successful applicant will 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 and be prepared to work flexible hours from time to time; possess the ability to manage personal exposure to matters of a sensitive and potentially emotionally disturbing nature (e.g., graphic and disturbing photographic material); and possess a valid driver's licence.

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

- Must be willing to work full time and be able to travel for work occasionally.
- Communication and interpersonal skills.
- Time management and organisational skills.
- Research and analytical skills.
- Ability to interpret and apply legislation.

All employees of the Department of Justice 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 requested to submit written applications of not more than two pages addressing the essential work related requirements a CV and current academic transcript (or certified copy) with contact details of two referees. Applications are to be by email, marked "Confidential" and addressed to Ms Pamela Hayes at [Pamela.Hayes@justice.wa.gov.au](mailto:Pamela.Hayes@justice.wa.gov.au)

**Closing Date:** 4.00pm WST, Friday 06 January 2023.

Late applications will not be accepted.