



DISTRICT COURT OF WESTERN AUSTRALIA

USHER TO A DISTRICT COURT JUDGE

Location:	District Court of Western Australia 500 Hay Street Perth, Western Australia
Job Type:	Full Time
Qualification:	Not essential
Commencement Date:	As soon as possible
Salary:	\$66,152

Applications are invited for the position of Usher to her Honour Judge Shepherd. 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. There may also be an opportunity to move from this role into an Associate position if the applicant is suitable. Law graduates and non-law graduates are encouraged to apply. On the job training will be provided.

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,
- preparation of courtrooms and operation of court electronic equipment,
- performs other duties required by the Judge which may include undertaking legal research on behalf of the Judge and preparing evidence summaries.
- assist the Associate to ensure the court hearings proceed smoothly and efficiently.
- provide information and assistance to customers of the court in accordance with established policies and procedures.
- make travel arrangements and be prepared to travel throughout the State for up to a two-week period, 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 able to manage a number of tasks at any given time. The applicant will need to be prepared to work flexible hours from time to time and will need to demonstrate a maturity in dealing with key stakeholders of the Court. Applicants must possess the ability to manage personal exposure to matters of a sensitive and sometimes graphic nature. The successful applicant must possess a valid C Class driver's licence and be prepared to travel with Her Honour and the Associate to regional areas on circuit when required.

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 a CV and current academic transcript (or certified copy) if applicable, with contact details of two referees. Applications are to be marked "confidential" and are to be by email to Associate.Judge.Shepherd@justice.wa.gov.au

Closing Date: 4.30pm Tuesday 25 March 2025.

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.