



CHILDREN'S COURT OF WESTERN AUSTRALIA

JUDICIAL ADMINISTRATOR AND USHER TO THE PRESIDENT

Location:	Children's Court of Western Australia 160 Pier Perth, Western Australia
Job Type:	Full Time
Qualification:	Law Graduate or working towards Law Degree
Commencement Date:	November 2023 to January 2024
Salary:	\$70,432

Applications are invited for the position of Judicial Administrator and Usher to the President of the Children's Court of Western Australia. This is a full-time position and appointment will be by contract of employment for a period of 12 months.

Role: The Judicial Administrator and Usher will be required to:

- Assist with the preparation of sentencing, trial and review files and the distribution of files and paperwork at the completion of hearings.
- Prepare courtrooms and operate court electronic equipment,
- Perform other duties required by the President which may include undertaking legal research, preparing evidence summaries, assisting in chambers and maintaining records.
- Assist the Associate to ensure court hearings proceed smoothly and efficiently.
- Provide information and assistance to court users in accordance with established policies and procedures.
- Make travel arrangements and 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 protection and care 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; the ability to carefully and safely lift and move bulky equipment and important objects and possess a valid C Class drivers licence.

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

- Completion of a degree in Law, or in the final year of a degree in Law 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 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 marked "confidential" and are to be by email to Tara.Houston@justice.wa.gov.au.

Closing Date: 4.30pm Friday 30 September 2023