

Job Description Form



Department of the Attorney General
Government of Western Australia

Position Title Associate to Judge (Legal)		
Effective Date July 2006	Position Number 4619	Level Level 3
Court Family Court	Division Court Services	Directorate Higher Courts

Divisional Outcomes

Court services that meet the needs of the judiciary and the community, including victims of crime.

Directorate Outputs

Output 1: Judiciary and judicial support
 Output 2: Case processing
 Output 3: Enforcement of criminal and civil court orders
 Output 2: Administration of victim support and counselling services

Branch Outputs

Output 1: Judiciary and judicial support
 Output 2: Case processing

Role Of This Position

The Legal Associate is required to undertake research and prepare written work to assist the Puisne Judges of the Court. Carries out administrative functions in preparation for Court Sittings and attends in court and acts as Judicial Support Officer when required. Accompanies the Judge on circuit if required. Prepares and conducts counselling information sessions. Assists Principal Registrar with Court publications if required.

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Responsibilities Of This Position

Customer Service

Ensures that administrative support services are delivered in a confidential, accurate and timely manner.

Service Delivery

Provides administrative support services to the Puisne Judges of the Family Court to achieve customer service outcomes including:

- Undertaking research, preparing written summaries of cases and other related work to assist the Judges with court hearings and the preparation of judgments.
- Preparing draft judgements of the Judges.
- Undertaking legal, administrative and clerical duties for court hearings.
- Preparing and conducting counselling information sessions.
- Drafting and reviewing Court publications if required.
- Liaising with Judges, Registrars, management, legal practitioners, court staff and customers.
- Attending in court, calling cases, swearing in witnesses, liaising with counsel, court orderly, court monitor and customers.
- Maintaining records including exhibits and subpoenaed documents during hearings.
- Updating, entering and retrieving information from the case management system and directing files to the required sections.
- Undertaking preparatory legal, administrative and clerical requirements for court circuits and accompanying the Judge on circuit, if required. Monitoring tapes on circuit.

Policy and Procedures

Ensures that Court protocols are followed in accordance with identified standards. Follows workplace policies and procedures to achieve tasks.

Team Work

Participates constructively and positively within workplace teams to achieve tasks.

Information and Knowledge Management

Ensures effective document preparation, control and retrieval for the Court. Collects and monitors data and data entry into the case management systems. Assists in the maintenance and control of files.

Cultural Change

Participates and contributes to a positive and innovative workplace environment

Continuous Improvement

Participates in the identification and application of opportunities for continuous improvement within the Court and team environment.

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Skills, Knowledge, Behaviours and Qualifications

For purpose of training etc.

SKILLS

COMMUNICATION

Effective written and oral communication and interpersonal skills.

RESEARCH AND ANALYTICAL

The ability to conduct research and analysis on a range of identified issues.

PLANNING

The ability to assist in the development and implementation of plans of a work unit and the ability to contribute to the development of plans for the branch.

MONITORING AND REPORTING

The ability to monitor and report the effective use of resources by teams towards the achievement of outcomes and in compliance with policies and standards. The ability to compile informative reports for the provision of timely and accurate information for management.

TIME MANAGEMENT AND ORGANISATIONAL

The ability to prioritise, organise and complete work within set timeframes.

INTERPRETATION

The ability to interpret and apply legislation, policies and procedures.

PROBLEM SOLVING

The ability to develop effective solutions to identified problems at operational level to achieve positive outcomes.

INFORMATION AND KNOWLEDGE MANAGEMENT

The ability to use information and knowledge effectively to achieve outcomes.

TEAM WORK

The ability to participate in work groups to achieve positive outcomes.

KNOWLEDGE

Knowledge of the Family Law Act, Rules and Regulations and the Family Court Act and other legislation relevant to the Family Court.

Knowledge of Court operations, policies and protocols.

Knowledge of computer based applications including word processing and spreadsheets.

Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.

BEHAVIOURS

CUSTOMER FOCUSED

Responding to customer needs in a timely manner. Dealing with difficult customers to achieve positive outcomes.

FLEXIBLE

Adjusting work practices when appropriate. Responding to situations in which presentation of additional information supports changing a prior decision. Responding to situations in which different views are held to team/colleagues. Adjusting quickly to changes in organisational priorities.

RESULTS FOCUSED

Structuring time and managing work to regularly meet deadlines.

WORK ETHIC

Consistently applying effort and determination to achieve results.

QUALIFICATION

A tertiary qualification in Law (preferably Honours but not essential) or recently admitted to practise law in Western Australia.

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Selection Criteria

Applicants must address all of the selection criteria listed below in the context of the position.

For a full description of each criterion, see the section "Skills, Knowledge, Behaviours and Qualifications"

ESSENTIAL

SKILLS

Research and Analytical
Time Management and Organisational
Problem Solving
Communication
Teamwork

BEHAVIOURS

Results Focused

QUALIFICATION

A tertiary qualification in Law (preferably Honours but not essential) or recently admitted to practise law in Western Australia.

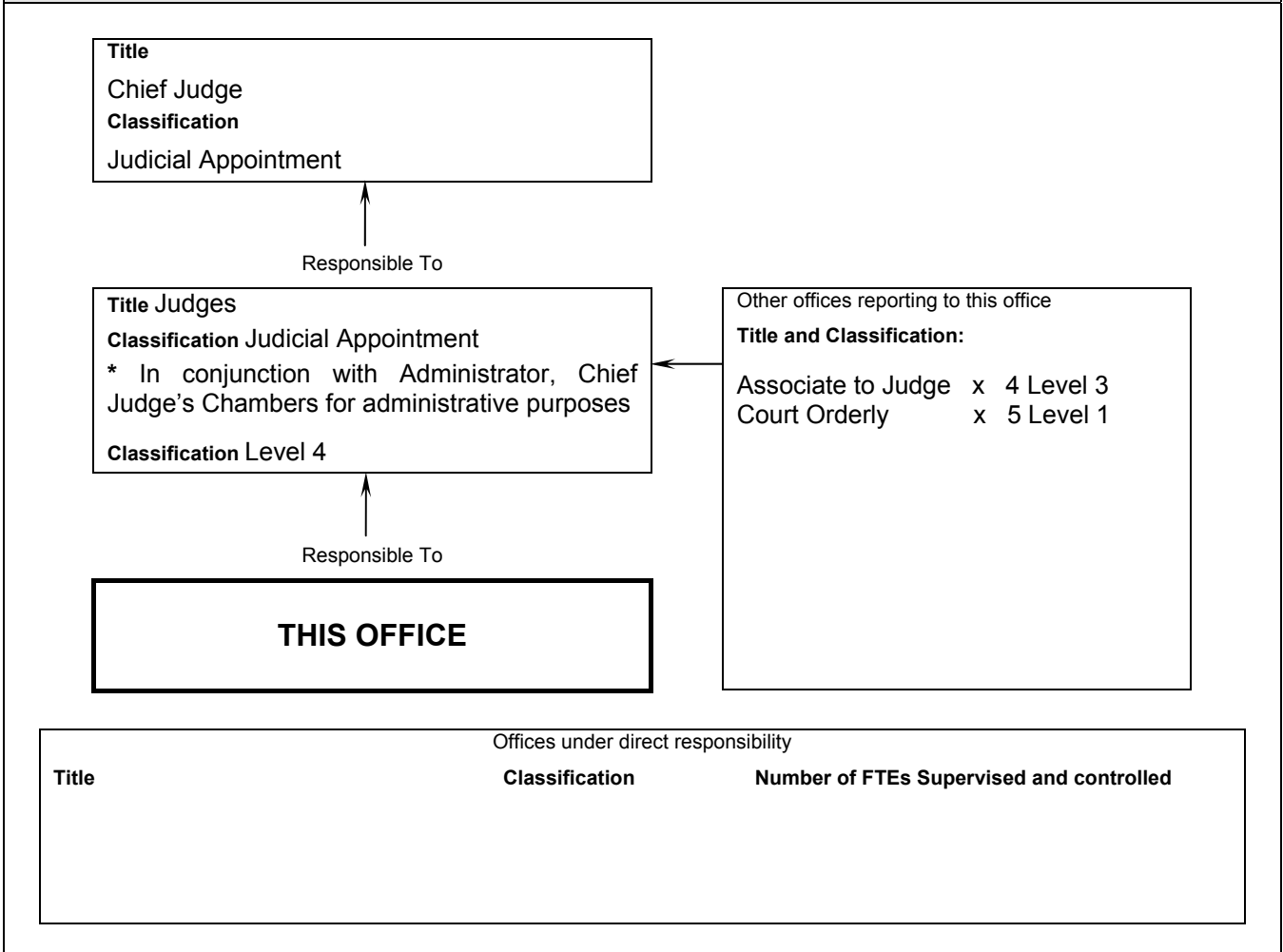
DESIRABLE

KNOWLEDGE

Knowledge of the Family Law Act, Rules and Regulations and the Family Court Act and other legislation relevant to the Family Court.
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Reporting Relationships



Offices under direct responsibility		
Title	Classification	Number of FTEs Supervised and controlled

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Executive Director / Chief Executive Officer
Signature
Date