



<b>Directorate:</b>	<b>Justice and Community Safety</b>	<b>Position Title:</b>	<b>Associate to Magistrate</b>		
<b>Agency:</b>	<b>ACT Law Courts &amp; Tribunal Administration</b>	<b>Position Number:</b>	<b>42326-42332, 44062, 43747, 42327, 44130</b>		
<b>Unit:</b>		<b>Classification:</b>	<b>ASO 3 - Judicial</b>		
<b>Section:</b>	<b>Personal Staff</b>	<b>Version:</b>	April, 2012	<b>EVA No.</b>	

***Our Vision: A safe, fair and peaceful community, where legal and human rights are protected by the justice system.***

Directorate	Agency	Unit / Section	Organisational Chart
<b>Justice and Community Safety</b>		<b>Personal Staff</b>	<b>Reporting Relationships</b>
<p>The activities and services that we deliver or contribute to, are fundamental to the maintenance of the rule of law, our Westminster style of democratic government and the appreciation of principles of fairness, equity and tolerance in the relationship between the government and our community.</p> <p>Our vision is achieved through providing high quality legal, law-related and regulatory services. Together, our services are directed towards outcomes that:</p> <ul style="list-style-type: none"> <li>• Protect the rights, safety and property of citizens;</li> <li>• Deliver a justice system that protects the community, supports victims, treats accused and convicted persons fairly and provides offenders with the opportunity for reintegration</li> <li>• Promote a fair, equitable, inclusive and democratic society.</li> </ul>	<p><b>MISSION</b></p> <ul style="list-style-type: none"> <li>• To provide direct access to justice in the Australian Capital Territory.</li> </ul> <p><b>VALUES</b></p> <p><b>Leadership:</b> We are responsible for our own actions, allow our people to excel and share the values.</p> <p><b>Teamwork:</b> We work well with each other and our stakeholders in the common interests of justice.</p> <p><b>Respect:</b> We understand the different needs of people and treat them accordingly.</p> <p><b>Integrity:</b> We act without fear or favour, according to law and our Code of Ethics.</p> <p><b>Accountability:</b> We keep true records, give reasons for our actions and report our performance transparently.</p> <p><b>Innovation:</b> We continuously improve the way we work, ensuring our services are sustainable.</p>	<p>The ACT Law Courts &amp; Tribunal personal staff are responsible for providing assistance to the judiciary of the Law Courts &amp; Tribunal.</p> <p>Members of the personal staff provide general support Magistrates by assisting with research tasks, maintaining dialogue between the Magistrates chambers and key stakeholders and maintaining the diary and casefiles of the Magistrate.</p>	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Registrar ACT Law Courts &amp; Tribunal Administration</div> <p>↑</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Legal Manager Legal 2</div> <p>↑</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Legal Officer Legal 1</div> <p>↑</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Chambers Manager ASO 5</div> <p>↑</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Associate to Magistrate ASO 3</div> </div> <p><i>The Associate reports to the Chambers Manager for administrative matters. For legal tasks the Associate reports to the</i></p>



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					<i>Magistrate.</i>
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### ***Duties / Responsibilities***

1. Act as a confidential clerk to a Magistrate including keeping the Magistrate's diary, tracking files and providing office services.
2. Perform duties in Court as directed.
3. Assist the Magistrate with such matters as research, preparation of hearing matters and reserved decisions, and keyboard services.
4. Ensure security and confidentiality of draft judgments and other relevant material.
5. Maintain liaison between Court administrative staff, external stakeholders, members of the legal profession and Magistrates.
6. Undertake such other tasks as directed.
7. Assist other Magistrates as required.
8. Maintain records in accordance with the *Territory Records Act 2002*.



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Competency Areas	Selection Criteria (and examples)
<b>Response Guidelines</b>	A response should be made to each individual Selection Criteria. Applicants should address the numbered selection criteria only. Examples are included to assist applicants address the selection criteria. Please limit your response to one A4 page (maximum) against each of the selection criteria.
<b>Professional Expertise</b>	<p><b>1. Research, locate and provide legal and other information in response to requests</b></p> <p>For example</p> <ul style="list-style-type: none"> <li>o Receive and process a request for information</li> <li>o Identify information sources</li> <li>o Organise self or others to extract information</li> <li>o Ensure information meets request</li> <li>o Compose reports/correspondence</li> </ul> <p><b>2. Appear in court</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Attend court and perform associate duties</li> <li>o Clarify uncertainties</li> <li>o Communicate and record outcomes</li> <li>o Meet with clients/stakeholders</li> </ul> <p><b>3. Run a file</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Carry out conflict of interest check</li> <li>o Open file</li> <li>o Undertake legal process according to plan</li> <li>o Facilitate file administration and closure</li> <li>o Communicate and record outcomes</li> </ul>



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<b>Communication</b>	<p><b>4. Use workplace communication strategies and write routine workplace materials</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Respond to enquiries;</li> <li>o Receive and give directions;</li> <li>o Participate in meetings;</li> <li>o Make presentations within the workgroup</li> <li>o Respond with tact and diplomacy</li> <li>o Read, interpret and act on routine workplace materials</li> <li>o Prepare routine written materials</li> </ul> <p><i>Further guidance on communication:</i></p> <ul style="list-style-type: none"> <li>- Audience for written/oral communication includes Magistrates, Court staff, police, solicitors and members of the public</li> </ul>
<b>Legislation &amp; Compliance</b>	<p><b>5. Comply with legislation in the public service</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Identify legislative requirements;</li> <li>o Comply with legislative requirements;</li> <li>o Report incidents of non-compliance.</li> </ul>
<b>Working with others/teams</b>	<p><b>6. Contribute to workgroup activities</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Establish workgroup parameters;</li> <li>o Participate in the work groups;</li> <li>o Assist workgroup members.</li> </ul>
<b>Fair and Safe Workplace Practises</b>	<p><b>7. Work effectively with diversity and contribute to workplace safety and uphold the values and principles of the public service</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>o Demonstrate respect for individual differences;</li> <li>o Work effectively with diversity.</li> <li>o Contribute to participative workplace safety arrangements;</li> <li>o Identify and control risks.</li> <li>o Apply ethical standards</li> <li>o Deal with ethical problems</li> </ul>
<b>Eligibility/other requirements</b>	<ul style="list-style-type: none"> <li>- Completion or near completion of a law degree is highly desirable</li> </ul>