

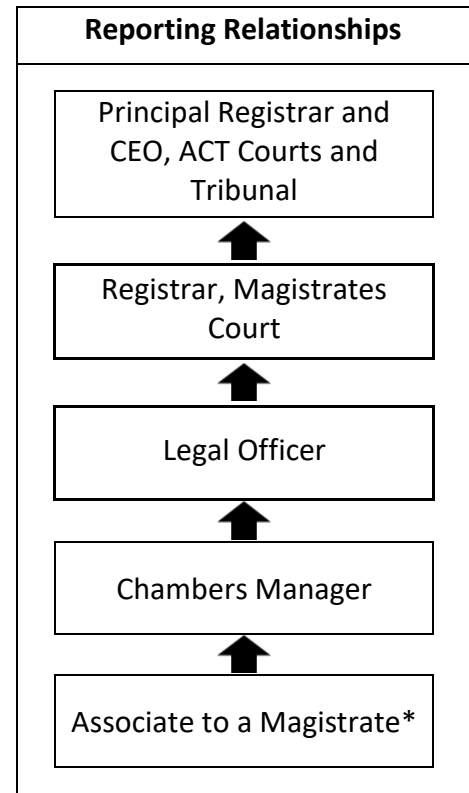


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Registrar's Office (Magistrates Court)
Position Number	40077, 40078, 42326, 42327, 42328, 42329, 42331, 42332, 44062, 43747, 44062, 44130, 47287
Position Title	Associate to a Magistrate
Classification	Associate Level 1
Location	Canberra City
Last Reviewed	28 August 2020



**The Associate reports to the Chambers Manager for administrative matters. For legal tasks the Associate reports to their allocated Magistrate.*

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The activities and services that the Justice and Community Safety Directorate 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.

Our vision is achieved through providing high quality legal and law-related services, and effective and cohesive emergency response and management. Together, our services are directed towards outcomes that:

- protect the rights, safety and property of citizens
- deliver a justice system that protects the community, supports victims, treats accused and convicted persons fairly and provides offenders with the opportunity for reintegration
- promote a fair, equitable, inclusive and democratic society.

BUSINESS UNIT OVERVIEW

The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Principal Registrar and Chief Executive Officer appointed under the Court Procedures Act and has the following business areas:

- Registrar's Office (Supreme Court)
- Registrar's Office (Magistrates Court)
- Registrar's Office (ACT Civil and Administrative Tribunal)
- Court Registry Operations
- ACT Civil and Administrative Operations
- Sheriff's Office
- Governance
- Corporate and Strategic Services (including the Forensic Medicine Centre).

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

BRANCH OVERVIEW

The Registrar's Office (Magistrates Court) provides support to the Courts and the Judiciary including exercising statutory powers of a Registrar/Senior Deputy Registrar of the Court and providing legal, policy and procedural advice.

The Magistrates Court operates under the Magistrates Court Act 1930 and hears both civil and criminal matters. Civil claims up to \$250,000 are heard in the Magistrates Court.

The Magistrates Court consists of the Chief Magistrate, resident Magistrates and Special Magistrates and is supported by the Registrar, Magistrates Court, Deputy Registrars, Sheriff and staff (including Chambers staff) of the ACT Courts and Tribunal who provide registry and other services.

POSITION OVERVIEW

The role of the Associate to a Magistrate is unique and involves a close working relationship between the Magistrate and the Associate.

The Associate is a personal and confidential aide to a Magistrate, in and out of court. This may involve assisting in the management and co-ordination of the Magistrate's judicial, ceremonial, court management, administrative and legal research responsibilities, including in-court and out-of-court services as required which contributes to the efficient operation of the Magistrates Court.

A position as an Associate is a rare opportunity to gain insight into the court processes and workings of the Court and to the Chief Magistrate and as such is highly sought after and competitive. It is an invaluable experience, particularly for those interested in litigation or a career as a barrister.

Associates are generally appointed for one year.

The Associate, though an employee of the Directorate, specifically supports and is accountable to their allocated Magistrate and is responsible to the Principal Registrar and Chief Executive Officer, ACT Courts and Tribunal for employment and financial matters.

WHAT YOU WILL DO

Under the guidance and direction of the Magistrate:

1. Provide in-court and out-of-court administrative support to the Magistrate and perform other duties as directed.
2. Act as a confidential clerk to a Magistrate including keeping the Magistrate's diary, tracking files and providing office services.
3. Undertake legal research, legal drafting and proofing in an accurate and timely manner.
4. Prepare cases for hearing and assist with reserved decisions.
5. Use of case management systems for managing in-court activities.
6. Ensure security and confidentiality of draft judgments and other relevant material.
7. Develop productive relationships and liaise with Magistrates, Chambers and court staff, legal profession and other stakeholders as required, to ensure the effective and efficient processing of the business of the court.
8. Assist other Magistrates as required.
9. Maintain records in accordance with the *Territory Records Act 2002*.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Ability to undertake legally based research activities with attention to detail.
2. Proficient keyboard skills and knowledge of, or experience in, using Microsoft Office applications.

Behavioural Capabilities

1. Demonstrated ability to effectively communicate both verbally and written.
2. Demonstrated ability to manage competing priorities, use initiative, organise and accurately complete work within set timeframes in a demanding and diverse environment.
3. Demonstrated high level of interpersonal skills and the ability to build and maintain productive working relationships at all levels of the organisation and with key stakeholders.

Compliance Requirements/Qualifications

1. Completion or near completion of a law degree is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Associate to a Magistrate (several positions – refer to Page 1) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Peaks and troughs	Frequently
Frequent overtime	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg (or more)	Occasionally

Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Court Dress required	Frequently
Personal Protective Equipment (PPE) required (unless otherwise directed)	Occasionally