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High Court Canberra



**Registry Supervisor HCE Level 4**

**Full time position**

**Canberra**

**$62,400-$67,246pa**

**plus 15.4% Superannuation**

This position is located in Canberra in the High Court Building in Parkes Place and is a part of the High Court’s Registry. The Registry is responsible for providing information and assistance to legal practitioners and litigants on the jurisdiction, practice and procedure of the High Court. It is also responsible for the filing of proceedings and for collecting and accounting for all fees received by the Court.

**ABOUT THE JOB**

**Details: High Court Employee Level 4**

 **Full Time: 37.5 hours a week**

 **Salary: $62,400 - $67,246pa plus 15.4% Superannuation**

 **Location: Canberra**

**The Role**

Under routine direction the occupant of this position will perform a range of tasks that contribute to the smooth daily operations of the High Court Registry in Canberra.

**Contact Officer**

If you have any questions please contact Deborah Carlsund, Deputy Registrar.

Telephone 02 6270 6860

Email: hr.officer@hcourt.gov.au

**Court room 1

**THE ROLE**

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Under routine direction the occupant of this position will supervise the daily operations of the High Court Registry in Canberra including:

* Attending to telephone and counter inquiries, providing information and assistance to legal practitioners and members of the public regarding matters filed in the Court.
* Assisting in the initial checking of documents for compliance with the requirements of the High Court Rules.
* Providing assistance to practitioners seeking entry of their names in the Register of Practitioners.
* Receiving and accounting for statutory fees. Maintaining a petty cash float and undertaking banking duties as required.
* Updating the High Court’s Case Management System and Register of Practitioners.
* Receiving and dispatching documents and materials by courier.
* Preparing less complex correspondence.
* Performing a variety of administrative tasks to assist in the efficient operation of the Court.

**SELECTION CRITERIA**

Please concisely describe your skills and experience against the following selection criteria.

1. Effective organisational skills, including the ability to meet deadlines and prioritise workloads with limited supervision in a small team environment.
2. Knowledge of, or the ability to acquire knowledge of:
	* court processes; and
	* Registry practice and procedures.
3. Well-developed oral and written communication skills, including:
	* the ability to respond appropriately to inquiries from practitioners, self‑represented litigants and members of the public; and
	* accuracy and attention to detail.
4. A high degree of computer literacy.
5. Dependability, punctuality and discretion as appropriate to the position.

Qualifications and experience:

* + Experience working in a legal environment, or a court or tribunal registry, is desirable.

**NOTE**: During Court Sitting there is a requirement for Counter staff to be available from 8:30am.

**HOW TO APPLY**

For your application to be considered, it **must** include the following documents:

1. an application cover sheet (refer page 7);
2. a covering letter;
3. your current resume; and
4. a statement addressing the selection criteria.

Preference is for electronic lodgement of applications by email to the HR Manager, hr.officer@hcourt.gov.au . If you do not have email access, a hard copy application may be lodged by post to:

HR Manager
High Court of Australia
PO Box 6309
KINGSTON ACT 2604

**The closing date for applications is Tuesday, 10 March 2015.**

*Applicants are advised that late or incomplete applications will not be accepted.*

*Interviews will be held during March and April 2015.*

**Unsuccessful applications:**

*The High Court does not send out letters to unsuccessful applicants; however all interviewees will be advised of the outcome of their interview and offered feedback.*

 Court room 1 front doors

**CONDITIONS OF ENGAGEMENT**

Employees of the Court are employed under the *High Court of Australia Act 1979,* with theDetermination under s26 (4) of the *High Court of Australia Act* 1979 Terms and Conditions of Employment of Employees.

The following pre-employment checks will be conducted prior to the commencement of employment:

1. Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
2. A 100 point identity check. In the case of a name change, a marriage certificate, deed poll or other legal evidence must also be provided.
3. A previous employment/reference check.
4. A criminal history check.
5. A pre-employment medical exam.

All employees are subject to a 6 month probationary period.

**Commonwealth/APS/State Government Employment**

The High Court of Australia is not an APS employer, however will recognise prior service with qualifying government employers.



**HIGH COURT OF AUSTRALIA
APPLICATION COVER SHEET**

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| --- | --- | --- | --- |
| Position Title: | **Registry Supervisor - Canberra****Full Time** | Position Classification: | **HCE Level 4** **Ongoing** |

***Personal Details***

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| Given Names |  | Date of Birth*(optional)* |  |
| Postal Address |  |
| Contact Phone No (business hours) |  |
| Mobile Phone No |  |
| *You must be an Australian citizen to be eligible for employment at the High Court of Australia.*Do you have any restrictions that may prevent your employment with the High Court? Yes/noAre you an Australian citizen? *(Please circle or delete)* YES / NODo you require assistance in attending an interview? Yes/No if yes please advise your requirements |

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| --- | --- |
| Are you currently a Commonwealth, APS or State government employee? *(Please circle)* Department/Agency name: | YES / NO |
| AGS number |  |
| Nominal Level |  | Actual Level |  |
| Ongoing Employee | Yes/No | Non-ongoing employee | Yes/No |
| Have you received a redundancy from a Commonwealth, APS or state government employer in the last 12 months? *(Please circle or delete)*  | YES / NO |

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| --- | --- | --- |
| ***Referee 1 Details*** |  | ***Referee 2 Details*** |
| Name: |  |  | Name: |  |
| Title: |  |  | Title: |  |
| Organisation: |  |  | Organisation: |  |
| Phone No: |  |  | Phone No: |  |