****



**HIGH COURT OF AUSTRALIA**

**Canberra**

**Casual Court Reporting Officer**

***HIGH COURT EMPLOYEE LEVEL 3***

**Salary $28.56 - $38.09 per hour (inclusive of the casual loading) plus Superannuation**

***Job information pack***

**About the Job**

**Details: High Court Casual Court Reporting Officer**

**High Court Employee Level 3**

**$28.56 (training rate) - $38.09 (fully proficient) per hour (inclusive of the casual loading) plus Superannuation**

**Position Description**

The High Court of Australia is the highest court in the Australian judicial system. Established by the Constitution, the Court hears and determines constitutional disputes, as well as appeals from federal, state and territory courts in all areas of law.

The Court maintains an Employment Register for Casual Court Reporting Employees. The Employment Register is used to fill vacancies arising throughout the year. These vacancies are of an intermittent nature with hours and working days varying as required.

Casual Court Reporting Employees transcribe court proceedings, and other official business records. If you are a competent audio transcriber with a typing speed of 75 wpm, and can work during times coinciding with the Court’s sitting calendar, we invite you to apply. The 2018 Court Sittings Calendar can be found at:

<http://www.hcourt.gov.au/registry/court-calendars>

The salary rates listed above include a 20% loading in lieu of personal and recreation leave. Court Reporting Employees will be paid at the training rate until they are assessed as fully proficient audio typists.

The High Court of Australia is an equal opportunity employer.

Further information about the role may be obtained from Amelia Bono on 02 6270 6855.

****Court Room 1**

**HOW TO APPLY**

For your application to be considered, it **must** include the following documents submitted as a single PDF document:

1. an application cover sheet (refer page 7)
2. a covering letter
3. your current resume
4. a statement addressing each of the selection criteria (refer page 6).

**Preference is for electronic lodgement of applications by email to the HR Officer,**

[hr.officer@hcourt.gov.au](mailto:hr.officer@hcourt.gov.au)

**Applications may be lodged by post, marked "In Confidence" to:**

HR Team

High Court of Australia

PO Box 6309

KINGSTON ACT 2604

**Closing date for applications is 5 pm Thursday, 25 January 2018.**

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

**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.*

**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 including a hearing test.**
6. **Successful completion of a typing test suitable for employment as a Court Reporter.**

All employees are subject to a minimum 6 month probationary period, unless their contracted term of employment is 6 months or less.

**The Selection Process**

The selection process ensures applicants with the appropriate mix of skills and knowledge for the effective and optimal operation of the Court are selected. The selection process also ensures accurate assessment of all applicants and objective decision-making.

A Selection Advisory Committee (SAC) will be convened to consider applications for the advertised vacancy.

On the basis of written applications the SAC will short-list applicants for further assessment. Written applications should provide examples of how you meet each of the selection criteria.

Interviews will be conducted. The selected applicants will be notified of the time and location of their interview. Interviews can consist of questions, practical assessments and presentations, and applicants will be notified when contacted if they need to prepare anything specific or bring anything with them to the interview.

Referee comments will be sought after the interview. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.

At the completion of the selection process a report will be written for the Delegate’s approval. This may include an Order of Merit of suitable applicants.



HIGH COURT OF AUSTRALIA

**Casual Court Reporting Officer**

**DUTY STATEMENT**

|  |  |
| --- | --- |
| Date: | June 2015 |
| Position No: | 106, 108, 110, 112, 114, 116, 118, 120, 122, 124. |
| Classification: | High Court Employee Level 3 |
| Local Designation: | Court Reporting Officer |
| Branch: | Registry |
| Section: | Principal Registry |
| Location: | Canberra |
| Immediate Supervisor: | Principal Registry Supervisor, Position No 313 |
| No of Subordinates: | Nil. |
| Highest Subordinate: | N/A |

**Description:**

In accordance with the High Court of Australia Work Level Standards, under

routine direction provide accurate and timely transcripts of High Court proceedings.

## Duties:

1. Transcribe audio recordings of court proceedings and other official High Court events.
2. As required, perform audio and video monitoring of court sittings.
3. As required, prepare relevant authorities for court sittings.
4. Liaise and communicate with other High Court staff in order to achieve corporate goals.



HIGH COURT OF AUSTRALIA

**Casual Court Reporting Officer**

**SELECTION CRITERIA**

1. Ability to transcribe proceedings to a high standard, in a timely manner, using appropriate technology.
2. Ability to type at a speed of 75 words per minute, and transcribe audio recordings at a corrected speed of at least 600 words in 15 minutes.
3. Demonstrated English language skills of a high order, together with a thorough knowledge of legal terminology and practices.
4. Flexibility in working hours and ability to produce accurate, detailed work under pressure in order to respond to tight deadlines.
5. Familiarity with the use of library facilities.
6. Qualifications and experience:

*Mandatory:*

* Nil.

*Desirable:*

* Extensive audio-typing experience.



**HIGH COURT OF AUSTRALIA**

**APPLICATION COVER SHEET**

***Vacancy Details***

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title: | **Casual Court Reporting Officer** | Position Classification: | **HCE Level 3** |

***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/no, if yes please provide reasons.  Are you an Australian citizen? *(Please circle or delete)* YES / NO | | | |

***Commonwealth/APS/State Government Employment***

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

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

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