



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Position number	Several
Position title	Court Reporter
Classification	High Court Employee Level 4 - \$51.32 - \$55.31 per hour (inclusive of the casual loading) plus 15.4% Superannuation
Location	Canberra, ACT
Working arrangements	Casual
Eligibility	Employees of the High Court are required to be Australian citizens.
Contact officer	Anna Fitzgerald National Registry Manager Tel: (02) 6270 6348
Closing date	Sunday 2 August 11:59 pm AEDT

About the High Court of Australia

The High Court of Australia (the Court) is the highest court in the Australian judicial system. It was established in 1901 by section 71 of the Constitution.

The seat of the Court is in Canberra, where it is in its own building within the National Triangle. The Court also has locations in Brisbane, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007.

The Court has approximately 75 full-time equivalent (FTE) employees supporting the Chief Justice and Justices, most of whom are in Canberra.

As an employee of the Court, you will:

- work in a high-performing, inclusive and collaborative environment
- receive a generous salary and work conditions
- have access to flexible working arrangements.

Registry Branch

The Registry is the first point of contact for legal practitioners or litigants without legal representation who wish to commence proceedings in the High Court. It is also an important source of information for the legal profession, the media and for members of the public seeking information about proceedings before the Court and the role and function of the Court. The Registry manages the case-flow of the judicial workload of the Court.

In so doing it performs a wide variety of functions, the primary functions being:

- administration of proceedings before the Court in accordance with the Rules of the High Court and relevant legislation
- maintaining the federal Register of Practitioners
- developing and maintaining a computerised case management system
- monitoring of Court sittings
- providing information concerning the status and disposition of matters before the Court

The Position

Court Reporters and Transcript Editors support the Registry by transcribing court proceedings, and other official business records for the Court.

These are casual positions and the hourly rates listed above include a 25% loading in lieu of personal and recreation leave. Court Reporters will be paid at the training rate until they are assessed as fully proficient audio typists.

The successful candidates will join a supportive, friendly and collaborative team, working in a fast paced and dynamic environment. All positions are located in the High Court building in Canberra. Currently there is no capacity for these roles to be undertaken remotely.

To be successful in this role, candidates will need to demonstrate a typing speed of 75 words per minute and be able to work during times coinciding with the [Court's sitting calendar](#).

Duties and Responsibilities

The role of the **Court Reporter** is to:

- transcribe audio recordings of court proceedings and other official Court events

- perform audio and video monitoring of court sittings
- prepare relevant authorities for court sittings
- liaise and communicate with other Court staff
- other duties as directed.

Are you eligible to apply?

To be eligible for employment at the Court candidates must be Australian citizens.

Candidates offered employment will be required to successfully undergo a police record check. The successful candidate will be required to submit a pre-employment medical declaration. Candidates must be willing to disclose all relevant and required information.

What does the selection process look like?

The Court uses a range of assessment processes to assist us in selecting suitably qualified and experienced applicants. We uphold the Merit Principle, with our process designed to select the best person for the role.

What are the steps?

Apply	Complete and submit your application — see below (max. 750 words), and a résumé of no more than two pages.
Shortlist	Applicants for this process will be assessed on their written application against the selection criteria.
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, or by telephone or video.
Work Sample Test	Applicants may be asked to complete a work sample test either in person or remotely.
Referees	Referees will be contacted for further assessment of suitability. 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. One referee should be a current supervisor.
Process Complete	After the Chief Executive and Principal Registrar (CE&PR) has approved the process, a merit pool may be established. All candidates will be notified of the outcome and will be provided with an opportunity for feedback.

What we need from you

Applications must be addressed to the contact officer and forwarded to the [HR Officer](#) by the closing date.

As part of your application, you will need to provide:

- an application cover sheet (template attached)
- your current résumé
- a maximum 750 words pitch against the selection criteria, including relevant examples
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the [HR Officer](#) or telephone (02) 6270 6952.

Please note: Due to the intermittent and irregular nature of casual employment, recruitment for this position will be conducted on a rolling basis. Applications will be assessed as they are received and suitable applicants may be invited to interview, assessed, and offered employment before the advertised closing date.

Candidates are therefore strongly encouraged to submit their application as early as possible, as the recruitment process may conclude once sufficient suitable applicants have been identified.

The Court reserves the right to close the recruitment process once sufficient suitable applicants have been appointed.

Selection criteria

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role. Your written application should specifically address each of the selection criteria below, including examples of your experience and achievements:

- demonstrated ability to transcribe proceedings to a high standard, in a timely manner, using appropriate technology
- demonstrated 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
- demonstrated English language skills of a high order, together with a knowledge of legal terminology and practices or the ability to develop it
- ability to produce accurate, detailed work under pressure to respond to tight deadlines
- ability to be flexible in working hours as required.

Qualifications and experience

Mandatory

Nil

Highly Desirable

Demonstrated extensive audio-typing experience

Preparing your statement of claims

Your statement should be succinct and showcase your skills, knowledge, experience and qualifications.

Try not to duplicate information that can be found in your résumé, however you should highlight:

- how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role
- any specific examples or achievements that demonstrate your ability to perform the role
- how you meet the eligibility requirements and qualifications for the position.

Offers and merit pool

At the end of the recruitment process a merit pool may be created. Candidates who are found suitable will be advised that they have been placed in the merit pool, noting that this is not an offer of employment.

The merit pool is valid for 18 months from the date the process is advertised and may be used throughout the year to fill similar non-ongoing positions in the event positions become vacant.

How we will communicate with you

Please ensure that the contact information you supply is up to date. Your email address will be our primary point of contact during the application process.

Please contact the [HR Officer](#) if at any stage you are no longer available to be considered for this role.

Application Cover Sheet

Position Title

Court Reporter

Position Classification

High Court Employee Level 4

Personal Details

Given Names

Surname

Address

Contact No

Email

Are you an Australian citizen?

Are you currently a Commonwealth, APS or
State government employee?

Department name

AGS No

Substantive level

Ongoing /Non-ongoing

Have you received a redundancy from a
Commonwealth, APS or state government
employer in the last 12 months?

Referee Details

Referee No 1 - Name

Title / Organisation

Contact No

Email

Referee No 2 - Name

Title/Organisation

Contact No

Email

How did you hear about this vacancy?