



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Position number	Multiple Positions
Position title	Administration Officer (Registry)
Classification	High Court Employee Level 4 (\$80,319 — \$86,556)
Location	Canberra, Sydney or Melbourne
Working arrangements	Full Time, Non-Ongoing 6-month contract with the possibility of extension or renewal
Eligibility	Employees of the High Court are required to be Australian citizens.
Contact officer	Anna Fitzgerald Tel: 02 6270 6348
Closing date	Sunday, 25 October 2026, 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.

The seat of the Court is in Canberra, where it is located 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 work environment
- receive a generous salary and work conditions
- have access to flexible working arrangements.

Branch overview

The Registry Branch is comprised of a small team of approximately 15 employees who, with the addition of the Transcript Editors and Court Reporters, play a key role in delivering Registry services to support the performance of the judicial functions of the High Court. The Registry provides the public interface for legal practitioners and 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:

- filing and managing proceedings before the Court in accordance with the High Court Rules, Practice Directions and relevant legislation.
- developing and maintaining a digital case lodgment system.
- arranging and monitoring Court sittings and producing transcript of all hearings.
- providing information concerning the status and disposition of matters before the Court.
- maintaining the federal Register of Legal Practitioners.

What you need to be successful

Under general direction, the Administration Officer (Registry) will work as part of a team to ensure the smooth running of the daily operations of the High Court Registry. The Administration Officer (Registry) is responsible for the administration of records (both physical and digital), collecting and accounting payment of fees made to the Court and other general administrative and clerical support duties. The ideal candidate will be a self-starter who thrives in process-oriented work and demonstrates meticulous attention to detail.

Most work of the Registry team revolves around being able to work constructively with others, often in challenging circumstances, whilst managing and balancing competing priorities. We have a supportive team culture, and we take pride in working respectfully and collaboratively with internal and external stakeholders. The Administration Officer (Registry) plays a central role in embracing and enhancing this approach.

The Duties and Responsibilities of the Administration Officer (Registry) are:

- Under general direction, respond to enquiries that come to the High Court via telephone or email.
- Provide accurate and timely information and assistance to legal practitioners and members of the public regarding matters filed in the Court.
- Provide assistance to practitioners seeking entry of their names in the federal Register of Legal Practitioners.
- Perform a variety of essential administrative and office management duties to assist in the efficient operation of the Registry in Canberra, Melbourne and Sydney.
- Provide administrative assistance to the Justices, Registrars and Justices' Associates as required.
- Assist the Deputy Registrars in ensuring the timely collation and distribution of special leave documents.
- Liaise with High Court staff in other offices of the Registry about material filed in the Court.
- Conduct litigation searches, and searches of the federal Register of Legal Practitioners and manage the inspection of files held in the Court's archive.
- Receive and account for statutory fees, process EFTPOS payments and requisite reconciliations, receipts and reports.
- Undertake an initial checking of filed documents for compliance with the High Court Rules.
- Assist in the maintenance of the High Court's Digital Lodgment System, federal Register of Legal Practitioners and other electronic databases.
- Prepare less complex correspondence.
- Arrange for the daily dispatch of documents by courier, email and post.
- Demonstrate working practices consistent with the High Court Code of Conduct and Workplace Health and Safety arrangements.
- Undertake other duties as required.

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.

Successful applicants engaged by the Court will be subject to a three-month probation period.

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 may 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.
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 (attached as the final page of the Vacancy Information Kit)
- 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 that late applications will not be accepted.

Selection criteria

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role:

1. Demonstrated experience in administration, records management or similar administrative support roles, including maintaining records and working with digital filing systems, and the ability to quickly acquire knowledge of the court's registry practices and procedures.
2. Proven organisational skills including the ability to meet deadlines and prioritise workloads with limited supervision in a small team environment.
3. Ability to communicate both orally and in writing including:
 - Accuracy and meticulous attention to detail in written work.
 - Ability to respond appropriately to inquiries by phone and in person from practitioners, unrepresented litigants and members of the public.
4. Demonstrated sound knowledge of contemporary software applications.
5. Proven dependability, punctuality and ability to work with discretion when handling sensitive/confidential matters.

Qualifications and experience

Mandatory	Experience with Microsoft Office Suite (i.e. Word, Excel, PowerPoint) and Adobe. Demonstrated experience working successfully with contemporary systems and technology (or equivalent knowledge).
Desirable	Experience working in a legal environment is desirable, but not essential.

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

Administration Officer (Registry)

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?