

ROLE DESCRIPTION

Associate to District Court Judge

Cluster	Stronger Communities	
Department	Department of Communities and Justice	
Division/Branch/Unit	Courts, Tribunals and Service Delivery/District Court	
Location	Sydney	
Classification/Grade/Band	Clerk Grade 5/6	
Role Number	Various	
ANZSCO Code	271311	
PCAT Code	1119192	
Date of Approval	28 July 2020	Ref: CATS 0108
Agency Website	www.dcj.nsw.gov.au	

This role description applies to multiple roles across DCJ. Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs. For the first time, the creation of DCJ and Stronger Communities provides an opportunity to focus on prevention and early intervention across both the social welfare and justice systems.

Primary purpose of the role

Support the operations of the court by providing administrative organisational and executive support to the judge in chambers and in the court room. One of the most important aspects of the position is to enter the orders made by the judicial officer on to the Department's Justicelink system.

Key accountabilities

- Accurately record judicial decisions and orders on the Department's Justicelink system and court files and communicate them to legal practitioners, litigants in person, registry officers and members of the public.
- Read indictments, empanel juries, attend to the swearing in of witnesses and take verdicts.
- Provide administrative assistance to the judge during hearings, including ensuring the effective operation of courtroom processes and technology.
- Maintain the court file and accurately record details of the proceedings including all exhibits tendered.
- Release judgments to the internet and the parties in accordance with court and chambers policy.

- Manage access to the judge by other judges, key stakeholders, legal practitioners and litigants in person through professional and effective management techniques and communication skills.
- Use initiative to prepare correspondence, memoranda, decisions, sentences, speeches and committee meetings undertake research and analysis on the judge's behalf.
- Prepare judgments using specific computer programs.
- Maintain court and chamber systems and processes, including confidential filing systems, chambers library collections and diaries.
- Co-ordinate the work of interns as required by the judge and provide training to new Associates.
- Organise circuit travel and undertake other logistic office support activities.
- At all times both in private and public settings and forms of communication, maintaining absolute confidentiality in relation to chamber and court activities.

Key challenges

- Displaying initiative and provide a high quality client service in a high volume and challenging work environment.
- Ensuring the accurate recording of judicial decisions and orders on the Department's Justicelink system and on court files; including the identification and suggestion to the judge of additional administrative directions necessary to enable proper effect to be given to judicial decisions.
- Problem solving issues in a way that maximises the judge's time to attend to case preparation and judgment writing.
- Working with other judges or acting judges when not required to work with their judge (eg when judge is on leave); while also monitoring their regular chambers.

Key relationships

Who	Why
Internal	
Judge	Provides executive support.
Other judges and Associates of the District Court, registry staff etc	Liaison. Provide information on proceedings and outcomes.
Stakeholders and clients	Provide information on proceedings.
Judicial Co-ordinator	Report administratively.
External	
Service providers, other public sector agencies / departments, Private Sector, Community	Provide information and obtain information.

Role dimensions

Decision making

The role makes a range of decisions in consultation with the judge. The occupant also contacts legal representatives in relation to cases to give them instructions or to obtain information. It is critical that procedural fairness is applied so that all parties feel they have been treated fairly.

The occupant is also authorised to deal with all contact with chambers from other chambers, legal practitioners, litigants in person and the community.

They are required to independently assess and respond appropriately to requests for information and messages, in consultation with the judge and the District Court Media Liaison Officer.

Reporting line

Manager Judicial Support

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated experience in the provision of executive support services
- Well-developed keyboard and typing skills for effective data entry, word processing and using email.
- Very strong interpersonal and communication skills, including negotiation and liaison skills with an excellent command of spelling, punctuation and grammar and an understanding of legal terminology.

Essential requirements

- Law degree or equivalent experience
- Associates may be required to travel with their judge.

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.





The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p>Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change</p>	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
 <p>Relationships</p>	<p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
 <p>Results</p>	<p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> • Understand the team and unit objectives and align operational activities accordingly • Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments 	Intermediate
 <p>Business Enablers</p>	<p>Finance Understand and apply financial processes to achieve value for money and minimise financial risk</p>	<ul style="list-style-type: none"> • Understand that government services budgets are limited and must only be used for intended purposes • Appreciate the importance of accuracy and completeness in estimating costs and calculating and recording financial information • Be aware of financial delegation principles and processes • Understand basic compliance obligations related to using resources and recording financial transactions 	Foundational

Focus Occupation Specific Capabilities



Capability name	Capability Set	Level
	Legal Research	
	Undertake Legal Research	<ul style="list-style-type: none"> • Demonstrate understanding of the applicable 1 legal system, relevant sources of law and operation of precedent. • Efficiently undertake legal research tasks by selecting relevant and current materials and considering the research results. • Present clear and well organised results of legal research undertaken, in accordance with instructions. • Display familiarity and confidence in the use of available technologies to undertake legal research.

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability Group/Sets	Capability Name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational



Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational



Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
Project Management	Understand and apply effective project planning, coordination and control methods	Foundational

Additional information about accepting an Associate/Tipstave role within Court Services

The role as an Associate / Tipstave will include exposure to information about disturbing events such as, but not limited to:

- Domestic Violence
- Child Sexual Assault
- Unexplained, unexpected, or sudden deaths
- Self-harm
- Children's Care Proceedings
- Sexual or gender based violence
- Assaults leading to serious injury or death

This exposure, particularly while working in a court room environment, will include hearing distressing information from victims or witnesses and exposure to distressing photography, video, or audio recordings from actual events, including high profile cases.

Staff may also be working in roles that have direct interaction or contact with a client who may be angry, distressed, abusive and sometimes threatening.

Staff working within these roles will deal with a wide range of court users (the legal profession, Police, Judicial Officers, members of the public and other government and non-government stakeholders). It is important our staff demonstrate resilience, possess strong client service and communication skills and display empathy, tact and can maintain confidentiality.

Ongoing support, guidance and training is provided to all staff within Court Services.

