



DISTRICT COURT OF WESTERN AUSTRALIA

USHER TO A DISTRICT COURT JUDGE

| | |
|---------------------------|--|
| Location: | District Court of Western Australia 500 Hay Street Perth, Western Australia |
| Job Type: | Full Time |
| Qualification: | Law degree not essential |
| Commencement Date: | July 2024 |
| Salary: | \$63,002 |

Applications are invited for the position of Usher to his Honour Judge Palmer SC. This is a full-time position and appointment will be by contract of employment for a period of 12 months, with the opportunity to be extended. There may also be an opportunity to move from this role into an Associate position.

Role: The Usher will be required to:

- assist with the preparation of sentencing and hearing files and the distribution of files and paperwork at the completion of hearings,
- preparation of courtrooms and operation of court electronic equipment,
- performs other duties required by the Judge which may include undertaking legal research on behalf of the Judge and preparing evidence summaries.
- assist the Associate to ensure the court hearings proceed smoothly and efficiently.
- provide information and assistance to customers of the court in accordance with established policies and procedures.
- make travel arrangements and be prepared to travel throughout the State for up to a two-week period, three to four times per year.

The successful applicant will have the opportunity to acquire a detailed understanding of a range of criminal and civil matters and court procedures whilst working under the supervision of a member of the judiciary.

The successful applicant will be able to work as a member of a team, maintain confidentiality and be prepared to work flexible hours from time to time; possess the ability to manage personal exposure to matters of a sensitive and potentially emotionally disturbing nature (e.g. graphic and disturbing photographic material); the ability to carefully and safely lift and move bulky equipment and important objects and possess a valid C Class drivers licence.

Work related requirements: The following essential work-related requirements may be assessed as part of the selection process:

- Ability to work full time.
- Communication and interpersonal skills.
- Time management and organisational skills.
- Research and analytical skills.
- Ability to interpret and apply legislation.

All employees of the Department of Justice are required to undergo a National Criminal History check. For appointment to the position, you must be an Australian citizen or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense).

How to Apply: Applicants are requested to submit written applications of not more than two pages addressing the essential work-related requirements, a current CV with contact details of two referees and current academic transcript (or certified copy) if applicable. Applications are to be marked "confidential" and are to be by email to associate.chief.judge.wager@justice.wa.gov.au.

Closing Date: 4.30pm Friday 28 June 2024.

Late applications will not be accepted.