

# Position Description

## Position details

<b>Position title:</b>	Trainee Court Registrar
<b>Position number:</b>	Various positions
<b>Jurisdiction/Business Unit</b>	Magistrates' Court of Victoria/Children's Court of Victoria
<b>Classification/Grade:</b>	VPS Grade 2.2
<b>Employment status:</b>	Ongoing
<b>Position reports to:</b>	Senior Registrar
<b>Location:</b>	Various Locations
<b>Position contact:</b>	Learning & Development Unit: Contact courtregistrar@courts.vic.gov.au

## Organisation environment

Court Services Victoria (CSV) is a public entity established by the Court Services Victoria Act 2014 to provide expert administrative support to Victoria's courts: the Supreme Court, the County Court, the Magistrates' Court, the Children's Court, and the Coroners Court, as well as the Victorian Civil and Administrative Tribunal and the Judicial College of Victoria.

The Magistrates' Court of Victoria (MCV) is a jurisdiction within the Court Services Victoria statutory authority, and has a long history of providing justice for the people of Victoria in metropolitan and regional courts across the state.

The Court determines in excess of 300,000 cases per annum at 51 venues, including multijurisdictional facilities, specialist courts and three dedicated Children's Courts. This equates to approximately 90 per cent of all cases that come before Victorian courts each year. The Court aims to be an innovative, accessible and responsive court that provides quality services to the Victorian community.

## Role purpose

The duties of Trainee Court Registrar are varied and involve in-court, counter and back-office responsibilities. As a Trainee Court Registrar, you will be required to transfer through various sections and different locations of the Magistrates' Court/Children's Court within the State.

Court Registrars provide administrative support to the judiciary and court users within the Victorian Court system, and work in courts located in metropolitan and regional centres throughout Victoria. Registrars work in an interesting and, at times, demanding environment in close co-operation with the Judiciary, the police, legal profession and community groups. The role has a high level of contact with members of the public, facilitating their administrative requirements and providing information and procedural advice.

Trainee Court Registrars may advance to Deputy Registrar after successfully gaining relevant experience, meeting performance standards and completing a required internal training program.

## Key accountabilities

- Provide administrative support to the judiciary.
- Manage courtroom processes, including a wide range of administrative duties, liaising with court users and operating technology in the courtroom.
- Under limited direction, perform a wide range of administrative services and clerical tasks, including preparation of court documents, correspondence, the checking and completion of a wide range of other documents, and filing in accordance with legislative requirements and practice directions.
- Provide information and advice on court and tribunal procedures and practices, including applying legislation relating to the Magistrates' Court of Victoria, to relevant stakeholders including legal practitioners, police and corrections officers, government agencies, clients and the general public.
- Operate relevant computer systems, including case-management systems and other technologies.
- Perform cash receipting, disbursements and banking duties and ensure that all payments are appropriately recorded.
- Successful completion of a required internal training program alongside your work.
- Other duties as directed.

Key Selection Criteria	
Specialist/Technical expertise:	
<b>Computer skills</b>	Effectively use departmental computer systems for basic word processing, email, appointment scheduling, and internet and intranet functions.
Capabilities:	Level Descriptor
<b>Effective communication</b> Communicates clearly and with influence; actively listens and responds appropriately to the audience.	<ul style="list-style-type: none"> <li>Writes in a clear, logical and grammatically correct manner.</li> <li>Speaks clearly and concisely when providing information or responding to others.</li> <li>Delivers information in a considerate and respectful manner.</li> <li>Actively listens and adjusts communication style and messages to ensure clarity of understanding.</li> <li>Delivers basic presentations to convey information.</li> </ul>
<b>Commitment to action</b> Demonstrates drive and motivation and a commitment to deliver.	<ul style="list-style-type: none"> <li>Has an action orientation.</li> <li>Is receptive to following instructions and direction from others.</li> <li>Demonstrates personal drive and enthusiasm.</li> <li>Is dependable and committed to achieving work goals.</li> </ul>
<b>Teamwork</b> Works well with and encourages and inspires others.	<ul style="list-style-type: none"> <li>Works co-operatively with team members and clients.</li> <li>Explains and demonstrates work practices and procedures in support of team members.</li> <li>Recommends alternative approaches to achieve team objectives and improve work processes.</li> <li>Acknowledges the efforts of others.</li> </ul>
<b>Planning and organising</b> Anticipates, plans for and coordinates work to meet business outcomes.	<ul style="list-style-type: none"> <li>Understands local business priorities and objectives.</li> <li>Plans and prioritises workload to meet operational objectives.</li> <li>Adopts a methodical and flexible approach to scheduling of work.</li> <li>Contributes to planning team work targets and deadlines.</li> </ul>
Behaviours	
<b>Service Excellence</b> Committed to delivering quality outcomes and services.	<ul style="list-style-type: none"> <li>Upholds high standards</li> <li>Focused on meeting commitments</li> <li>Dedicated to improving outcomes for clients, stakeholders and the work of courts and jurisdictions</li> <li>Ensures services deliver public value</li> </ul>
<b>Courage</b> Always acts in the best interests of CSV and the jurisdiction concerned	<ul style="list-style-type: none"> <li>Provides objective, frank and fearless advice within the organisation</li> <li>Challenges inappropriate behaviours</li> <li>Constructively challenges existing paradigms in pursuit of organisational growth and development</li> </ul>
<b>Integrity</b> Principled, and focused on honesty, transparency, objectivity and fairness	<ul style="list-style-type: none"> <li>Consistently acts in accordance with the values of the public sector</li> <li>Makes ethical decisions</li> <li>Reports suspected misconduct, fraud and corruption</li> <li>Identifies, declares and manages real or perceived conflicts of interest</li> <li>Actively works to maintain public trust and confidence in Victorian Courts and Tribunals</li> </ul>
<b>Respect</b> Values others and respects difference	<ul style="list-style-type: none"> <li>Values diversity</li> <li>Embraces a broad range of social, cultural customs values and beliefs</li> <li>Inclusive and welcoming</li> <li>Treats others fairly and equitably</li> <li>Values and acknowledges the work and efforts of colleagues.</li> </ul>
Role Dimensions (optional)	
There are no direct reports or financial delegation associated with this role.	
Qualifications	
Applicants must meet at least one of the following requirements: <ul style="list-style-type: none"> <li>Completed VCE/HSC or equivalent</li> <li>Completed one year full time equivalent of an approved tertiary course in a relevant field</li> <li>Completed one-year full time equivalent work experience in a relevant job</li> </ul>	

## Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement 2020*. Please refer to the Department of Treasury and Finance website ([www.dtf.vic.gov.au](http://www.dtf.vic.gov.au)) for further information.

Court Services Victoria (CSV) is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. Employees of CSV must comply with the Code of Conduct for Victorian Public Sector Employees, and CSV policies and procedures.

All appointments to CSV are subject to satisfactory reference checks and National Criminal History Record checks. Employees of Court Services Victoria are required to comply with any applicable government pandemic order, as well as any policy implemented by Court Services Victoria, in relation to mandatory vaccinations against COVID-19. It is a condition of any offer of employment that applicants for vacant roles with Court Services Victoria agree to comply with any applicable pandemic order or policy regarding mandatory vaccinations.

Please visit CSV website for important information on:

- Jurisdictions and business areas within CSV
- Privacy – how we use your information
- Health and safety.

CSV has a firm commitment to increase participation of Aboriginal and/or Torres Strait Islander people across our workforce. Through our commitment to diversity and equality, we are actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported.

Employees of CSV have access to a range of employment benefits and conditions, these include attractive salaries, flexible leave arrangements and training and development opportunities. Please see the [www.careers.vic.gov.au](http://www.careers.vic.gov.au) website for further information.