

Shire of Laverton

Position Description



Casual Community Services Administration Officer (Part Time)

1. Level

To be negotiated within Level 4, Shire of Laverton Enterprise Bargaining Agreement 2017, on a pro-rata basis, depending on hours worked.

2. Department/Section

Community Services, Shire of Laverton.

3. Position Objectives

- To provide administrative and clerical assistance to the Community Services Team
- To provide access to information about the Cashless Debit Card and assist Cardholders with the Cashless Debit Card activation and online account set-up processes.
- To contribute to improved organisational effectiveness, by respecting other employees, by acting ethically, honestly and with fairness and by working to achieve Council's and team objectives.
- To understand and adhere to Council's policies, Code of Conduct and other legal requirements.

4. Requirements of the Position

4.1 Skills

- Time management and organisational skills
- Communication skills
- Knowledge of Microsoft Office, Word, Excel and Outlook.
- Sound reception and telephone skills
- Problem Solving Skills
- Good literacy and numerical skills
- Ability to work in different departments within the Shire of Laverton Community Services Team when required.
- Ability to work both independently and in a team environment.
- To listen to and treat Cardholders with respect and courtesy.
- To understand and comply with high levels of confidentiality and the **Privacy Act 1988**.

5. Experience

No experience required – on the job training provided.

6. Qualifications

6.1 Required

Nil.

6.2 Desirable

'C' Class WA Driver's Licence

7. Key Duties and Responsibilities

- Undertake general administrative duties including Word processing, data entry, general filing, managing front line telephone, email and direct enquiries.
- Support team members in the preparation of activities and events
- To assist Indue Cardholders in establishing SMS notifications, setting up email accounts, banking transactions and setting up and using MYGOV accounts.
- Willingness to be part of the Community Services Team and be involved with the local community.
- Any other duties as directed by the Community Development Manager, or Deputy Chief Executive.

8. Organisational Relationships

8.1 Responsible To:

Internal: Community Development Manager, Deputy Chief Executive

External: Government Departments and Agencies and the general public.

9. Employment Conditions

- A "Non-smoking" policy for Council's building and plant has been implemented as well as a "Drug and Alcohol Policy" for the Workplace.
- A current police clearance (the cost for the clearance will be reimbursed by Council)
- A medical clearance and drug and alcohol test to be completed (cost covered by Council)