



**Shire of Laverton
Casual Vacancy
Community Services Administration Officer (Part Time)**

The Shire of Laverton has a vacancy for a part-time casual position as a **Community Services Administration Officer**.

The successful applicant will perform a variety of administrative and clerical tasks within the Community Services Team, and will provide cover for the Cashless Debit Card Team as required.

The main tasks include Word processing, data entry, filing, record keeping and supporting members of the community with ongoing needs in respect of the administration of the Cashless Debit Card.

Full training by Indue for the Cashless Debit Card responsibilities will be provided.

The successful applicant will be required to undergo a pre-employment medical examination including a drug and alcohol screen and must complete a satisfactory Police Clearance and Working with Children Clearance prior to commencing duties.

Application lodgement costs for these clearances will be refunded by the Shire on production of receipts.

Applications to include a current résumé and are to be marked 'Confidential Application' and be addressed to:
CEO, Shire of Laverton, PO Box 42, Laverton WA 6440

Submit either in person or via email, reception@laverton.wa.gov.au

Applications close at 4.00pm on Thursday 21 March 2019.

**Peter Naylor
Chief Executive Officer
PO Box 42
Laverton WA 6440**