



## HIGH COURT OF AUSTRALIA

### *Job Information Pack*

## **Casual Court Reporting Employees Employment Register \$32.62 per hour (fully proficient) \$24.47 per hour (training rate)**

### **Canberra**

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#### **Position Description**

The Court is to establish an Employment Register for Casual Court Reporting Employees. The Employment Register will be used to fill vacancies arising over the next 12 months. These vacancies are of an intermittent nature with hours and working days varying as required.

Casual Court Reporting Employees transcribe court proceedings, and other official business records. If you are a competent audio transcriber with a typing speed of 75 wpm, and can work during times coinciding with the Court's sitting calendar, we invite you to apply.

Further information about the role may be obtained from Elizabeth Bayliss on (02) 6270 6855.

#### **HOW TO APPLY**

For your application to be considered, it **must** include the following documents:

1. an application cover sheet (refer page 6)
2. a covering letter
3. your current resume
4. a statement addressing each of the selection criteria (refer page 5).

**Preference is for electronic lodgement of applications by email to the HR Officer:**

[jryan@hcourt.gov.au](mailto:jryan@hcourt.gov.au)

**Applications may be lodged by post, marked "In Confidence" to:**

HR Officer  
High Court of Australia  
PO Box 6309  
KINGSTON ACT 2604

**Closing date for applications is COB Monday 11 October 2010**

Applicants are advised that late or incomplete applications may not be accepted.

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## About the High Court of Australia

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The High Court of Australia is the highest court in the Australian judicial system. The High Court was established in 1901 by section 71 of the Australian Constitution and, to the extent that legislative provision was necessary, was given the power to administer its own affairs by the High Court of Australia Act 1979 which was proclaimed on 26 April 1980.

The constitution confers both an appellate and an original jurisdiction upon the High Court. Appeals from the Supreme Courts of the States and Territories, from the Federal Court of Australia and the Family Court of Australia are heard pursuant to the granting of special leave to appeal by the High Court. The High Court is also the final arbiter upon constitutional questions. These may come on appeal from a lower court or be initiated by an application to the High Court itself.

More information about the activities of the High Court is available at [www.hcourt.gov.au](http://www.hcourt.gov.au).

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## Conditions of Engagement

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Employees of the Court are employed under the *High Court of Australia Act 1979*, with the Determination under s26(4) of the *High Court of Australia Act 1979* Terms and Conditions of Employment of Employees and, where applicable, the High Court Administration Collective Agreement 2006-2009 governing terms and conditions of employment.

The following pre-employment checks will be conducted prior to the commencement of ongoing engagement:

- Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
- A 100 point identity check. In the case of a name change, a marriage certificate, deed poll or other legal evidence must also be provided.
- A previous employment/reference check.
- A criminal history check.
- A pre-employment medical exam, including audiometric test for Court Reporting Officers.

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## **The Selection Process**

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The selection process ensures applicants with the appropriate mix of skills and knowledge for the effective and optimal operation of the Court are selected. The selection process also ensures accurate assessment of all applicants and objective decision-making.

A Selection Advisory Committee (SAC) will be convened to consider applications for the advertised vacancy.

On the basis of written applications the SAC will short-list applicants for further assessment.

Interviews will be conducted. The selected applicants will be notified of the time and location of their interview. Interviews can consist of questions, practical assessments and presentations, and applicants will be notified when contacted if they need to prepare anything specific or bring anything with them to the interview.

Referee comments will be sought after the interview. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.

At the completion of the selection process a report will be written for the Delegate's approval. This may include an Order of Merit of suitable applicants. Applicants will be notified of the outcome of their application in writing and will be given the opportunity for post-assessment feedback.



## HIGH COURT OF AUSTRALIA

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### Court Reporting Officer

#### DUTY STATEMENT

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<u>Date:</u>	July 2009
<u>Position No:</u>	106, 108, 110, 112, 114, 116, 118, 120, 122, 124.
<u>Classification:</u>	High Court Employee Level 3
<u>Local Designation:</u>	Court Reporting Officer
<u>Branch:</u>	Registry
<u>Section:</u>	Principal Registry
<u>Location:</u>	Canberra
<u>Immediate Supervisor:</u>	Principal Registry Supervisor, Position No 313
<u>No of Subordinates:</u>	Nil.
<u>Highest Subordinate:</u>	N/A

#### **Description:**

In accordance with the High Court of Australia Work Level Standards, under routine direction provide accurate and timely transcripts of High Court proceedings.

#### **Duties:**

1. Transcribe audio recordings of court proceedings and other official High Court events.
2. As required, perform audio and video monitoring of court sittings.
3. As required, prepare relevant authorities for court sittings.
4. Liaise and communicate with other High Court staff in order to achieve corporate goals.



HIGH COURT OF AUSTRALIA

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**Court Reporting Officer**  
**SELECTION CRITERIA**

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1. Ability to transcribe proceedings to a high standard, in a timely manner, using appropriate technology.
2. Ability to type at a speed of 75 words per minute, and transcribe audio recordings at a corrected speed of at least 600 words in 15 minutes.
3. Demonstrated English language skills of a high order, together with a thorough knowledge of legal terminology and practices.
4. Flexibility in working hours and ability to produce accurate, detailed work under pressure in order to respond to tight deadlines.
5. Familiarity with the use of library facilities.
6. Qualifications and experience:

*Mandatory:*

- Nil.

*Desirable:*

- Extensive audio-typing experience.



HIGH COURT OF AUSTRALIA

APPLICATION COVER SHEET

**Vacancy Details**

Position Title:		Position Classification:	
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**Personal Details**

Title		Surname	
Given Names		Date of Birth <i>(optional)</i>	
Postal Address			
Phone No Business Hours			
Mobile Phone			
<p><i>You must be an Australian citizen to be eligible for employment at the High Court of Australia.</i></p> <p>Are you an Australian citizen? <i>(Please circle or delete)</i> YES / NO</p>			

**Commonwealth/APS/State Government Employment**

*The High Court of Australia is not an APS employer, however will recognise prior service with qualifying government employers.*

Are you currently a Commonwealth, APS or State government employee? <i>(Please circle)</i>	YES / NO
AGS number	
Nominal Level	Actual Level
Ongoing Employee <input type="checkbox"/>	Non-ongoing employee <input type="checkbox"/>
Have you received a redundancy from a Commonwealth, APS or state government employer in the last 12 months? <i>(Please circle or delete)</i>	YES / NO

**Referee 1 Details**

Name:	
Title:	
Organisation:	
Phone No:	
Mobile No	

**Referee 2 Details**

Name:	
Title:	
Organisation:	
Phone No:	
Mobile No:	