



**OFFICE OF THE CLERK
OF THE LEGISLATIVE ASSEMBLY**

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Name of Position Holder: Vacant

Job Title	FILING OFFICER
Division	FINANCE & ADMINISTRATION SERVICES DIVISION
Reports to	MANAGER- FINANCE & ADMINISTRATION OFFICE
Reporting positions	NONE
Classification level	
Salary	\$14,752 per annum
Main purpose of Role	Assist the Manager in ensuring that deliverables for the Division are achieved in the timeframe expected.
Key tasks	
Technical	N/A
Quality Assurance and customer satisfaction	1. Assists the Manager and staff in preparing refreshments for meetings, Parliament Sittings and any function hosted by the Office from time to time.
Business planning, reporting and management	N/A
People management, development and teamwork	N/A
Administration	1. Files all financial records on computer database/logbooks. 2. Performs banking, delivery and correspondence services. 3. Performs general office duties as needed.
General Responsibilities	1. Adheres to the Office's Equal Employment Opportunities policy in all activities. 2. Is responsible for own health and safety and that of colleagues. 3. Undertakes other duties as directed by the Clerk. 4. Actively promotes equality of opportunity wherever possible.
Performance Measures	1. All records are filed away within scheduled time period. 2. All records are filed away in secure location.

	<p>3. 100% retrieval of records upon request by authorized persons.</p> <p>4. General Office duties are rendered in a timely and efficient manner.</p>
Decision Making Authority	N/A
Frequent Contacts	Secretariat staff, general public
Selection Criteria	
Qualifications	Minimum of a PSSC certificate with high passes in Maths, Accounting, Economics and English (Essential).
Experience	Minimum of at least 2 years relevant work experience (Essential).
Skills	Must be proficient in the use of various computer Microsoft suites (Essential).
Personal Attributes	<p>1. Must be above reproach in work ethics and must command the respect of subordinates (Essential).</p> <p>2. Must be politically neutral (Essential)</p> <p>3. Must be healthy and have a flexible attitude to working hours (Essential).</p> <p>4. Must not exceed age restriction provided by policy and directives (Essential).</p>
Document History	
Approval Date	
Review Date	
Revision History	