



[www.courts.sa.gov.au](http://www.courts.sa.gov.au)

## Courts Administration Authority

### Guide for Applicants

---

#### Introduction

The Courts Administration Authority (CAA) welcomes your interest in this position. To maximise your chances of success please ensure you follow the requirements set out in this guide.

#### Eligibility

Successful applicants must be eligible to work in Australia and must agree to provide if requested, relevant personal information for pre-employment checking (which may include criminal history check). If you are not an Australian citizen, check your eligibility to work in Australia by accessing the Immigration and Multicultural and Indigenous Affairs website at [www.immi.gov.au](http://www.immi.gov.au). The CAA is not able to offer employment to someone who has accepted a voluntary separation package from a South Australian public sector agency within the previous three (3) years. You should contact the nominated contact officer (listed in the job advertisement) if you have any questions regarding your eligibility to apply.

Appointment is under the *Courts Administration Act 1993* with terms and conditions of employment governed by the *Public Sector Management Act 1995*. Existing public sector employees will be appointed to a position within the CAA without the need to resign from or take leave without pay from their substantive position.

#### The Selection Process

The selection process may involve a range of selection techniques which can include a written application, an interview(s), practical exercises, work samples, aptitude and ability tests, structured group and/or individual exercises.

#### Selection Criteria

The selection criteria section of the job and person profile outlines the skills; knowledge and abilities required to perform the duties of the job and may include mandatory requirements.

Your application should provide evidence that you have the capabilities required for the position. The evidence may include examples of specific times when you have demonstrated the particular capability (at work or the in the community) or any of your achievements that demonstrate you have the required skills and knowledge.

For the position of **Administrative Officer, AS02, (.5 FTE)**, you will need to address the following selection criteria in your written application:

- Good Communication skills in writing and orally
- Ability to successfully dealing with grieving and/or distressed people.
- Ability to work successfully as part of a team.
- Ability to effectively display accuracy and attention to detail in data entry and the processing of documents.
- Experience in the use of computerised data management systems and Microsoft Office packages.

Please note that for applicants selected for interview, all of the selection criteria will be assessed using one or more selection techniques.

### **Submitting your Application**

Your written application should include:

- A cover letter
- An application cover sheet
- If required, a written response to the selection criteria listed in the job and person profile
- A resume or curriculum vitae
- If you are not currently employed in the South Australian public sector, you will also need to complete and sign an Employment Declaration form.

If you are emailing your application, please send the Applicant Cover Sheet and the Employment Declaration Form (if required) with your application and bring a signed hard copy if attending an interview.

Please note that if you list formal qualification/s on your application, you may be required to provide the original qualifications at any time during the selection process.

### **Need Further Information?**

If you need further information please direct your enquiries to the contact officer as listed in the job advertisement.