



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Administration Officer – Corporate Services



1. **TITLE and POSITION NUMBER:** Administration Officer - Corporate Services **(044)**
2. **LEVEL:** Level6/7 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Corporate Services

5. **POSITION OBJECTIVES**

To provide confidential and efficient administrative duties for the Shire of Merredin. To provide an efficient and courteous service to the public and liaise with other staff and Councillors. To ensure that clerical and administrative tasks and other tasks as directed by Executive Manager of Corporate Services are carried out in an efficient and timely manner to the appropriate standard.

The Corporate Services directorate delivers Financial, Human Resources, Information and Communications Technology (ICT), Procurement, Risk, Internal Audit and Customer Services activities for the Shire.

6. **EXPERIENCE, KNOWLEDGE and SKILLS**

- Well-developed verbal communication skills
- Good public relations skills
- Developed Computer literacy skills
- Developed reception and telephone skills.
- Developed numeracy skills.
- Working knowledge of local area.
- Working knowledge of basic bookkeeping.
- Well-developed verbal communication skills.
- Good public relations skills.
- Developed computer literacy skills.
- Accurate typing, word processing and reception skills.
- Time management and organising skills.
- Developed reception and telephone skills.
- Developed numeracy skills.
- Experience required in administration.
- Experience in customer services or customer relations.
- Exposure to debtors and creditors and financial management functions.

QUALIFICATIONS

- Completion of Year 12
- Formal qualifications not necessary but any certificates in administration or computer studies would be an advantage.
- Essential 'C' Class driver's licence.

7. KEY DUTIES/RESPONSIBILITIES

The Officer will be required to undertake a range of Corporate Services functions which may include;

- Administrative support to the Corporate Services team and provide a customer focused service to clients of the Shire.
- Accounts Receivable and Payable tasks as required.
- Payroll and HR administration tasks.
- Reception and customer services duties as required, including answering telephone calls and counter enquiries.
- Management of correspondence and records for the Shire, electronic and hardcopy.
- File all coded mail and documentation into the appropriate file in the compactus.
- Assist in the procurement process of the Shire, including entry of purchase orders and management of financial data.
- Process incoming mail including electronic and physical correspondence, opening and recording allocation in the Shire's record keeping system (Synergy) and distributing to appropriate recipients.
- Process the receipt of all funds received in person and by mail.
- Reconcile daily funds received with receipts issued and prepare bank deposit.
- Deposit funds received at bank.
- Process all Licensing transactions.
- Photocopying as required.
- Process dog and cat registrations.
- Relieve other officers of similar level within the section as required.
- When required, provide administration support to other directorates within the Shire.
- Develop operational practices and guidelines as they pertain to the position.
- All other Council duties from time to time as requested by the Chief Executive Officer and Executive Manager Corporate Services.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Corporate Services

Supervision of: Nil

Internal and External Liaison:

Internal: Chief Executive Officer
Executive Manager Corporate Services
Senior Staff
Other Staff

External: Councillors
Community Groups
Ratepayers/Residents
Various Business Organisations

Government Departments
Local Government Agencies

9. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager Corporate Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

10. SELECTION CRITERIA

Essential

- Experience in administration in a similar environment.
- Experience in using a PC and a working knowledge of Microsoft Office.
- Well develop communication skills, including good public relations and interpersonal skills.
- Sound and numeracy skills, with the ability to draft correspondence.
- Experience in the use of record keeping systems such as Synergy (or similar)
- Good time management and organisational skills with the ability to work under pressure.
- Demonstrated ability to maintain confidentiality.
- Current WA C Class drivers' licence.

Desirable

- Knowledge of the working of Local Government and protocols.
- Developing knowledge of Council's organisational structure and functions.
- Working knowledge of basic bookkeeping.
- Formal qualifications in administration or computer studies.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.

- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>Current Incumbent</i>	Incumbents Signature:	Date:
<i>Current Manager</i>	Managers Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: