

POSITION DESCRIPTION



Position title	Ranger Administration Officer
Classification	Level 3/4 (Municipal Officer) ASTC EA
Position number	P2310
Responsible to	Manager Rangers
Position status	Permanent Full-time
Position description approved	 Date: 7/8/2026

Primary Objective

Work as a vital member of the Alice Springs Town Council Ranger Unit, the team responsible for animal management, local laws, and other regulatory matters within the municipality. The Ranger Administration Officer works to provide high-quality administrative support to a dynamic operational team, whilst also providing a high level of customer service to the public.

Key Responsibilities

- Serve as the first point of contact for customer enquiries, including complaints about various matters applicable to the Alice Springs Town Council Ranger Unit.
- Process infringements and animal registrations, including data-entry and verification.
- Maintain the Ranger Unit filing system and associated records
- Maintain and administer all aspects of the fine's recovery process, including serving as a liaison to the Northern Territory Government fines recovery team.
- Process applications for various permits, including maintaining various booking calendars for events and locations.
- Maintain the various registers applicable to the Ranger Unit, including the register of permits and kennel licences.
- Provide administrative support to the Alice Springs Town Council Animal Shelter.
- Process end of financial year renewals for registrations and permits.
- Assist and collaborate with other ASTC teams to support service delivery.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Current National Criminal History check (less than 6 months old).
- Qualifications in business, administration, or other relevant fields will be highly regarded, but are not essential.

Selection Criteria

Essential

1. Excellent computer skills including the ability to effectively use Microsoft Office suite of programs and other software applications.
2. Experience in a secretarial and/or administrative support role.
3. Ability to interpret relevant legislation and Council policies and procedures.
4. Excellent organisational skills including the ability to effectively prioritise and manage time.
5. High level of verbal and written communication skills, including the ability to work with difficult customers.
6. Ability to maintain confidentiality.
7. Ability to work as part of a team that often manages competing priorities.

Desirable

1. Local Government experience.
2. Experience working within a law enforcement/regulatory environment

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____