



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Administration Officer – Corporate Services

1. **TITLE and POSITION NUMBER:** Administration Officer - Corporate Services (044)
2. **LEVEL:** Level 6/7 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 Corporate Services (EMCS) are carried out in an efficient and timely manner, and to the appropriate standard. To complete fortnightly payroll processing for the organisation.

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

6. **EXPERIENCE, KNOWLEDGE and SKILLS**

- Excellent verbal communication skills.
- Good public relations skills.
- Well developed computer literacy skills.
- High level reception and telephone skills.
- Well developed numeracy skills.
- Working knowledge of the local area.
- Working knowledge of basic bookkeeping.
- Accurate typing, word processing and reception skills.
- Time management and organisational skills.
- Experience in administration tasks.
- Experience in customer service or customer relations.
- Exposure to debtors and creditors and financial management functions.

QUALIFICATIONS

- Completion of Year 12 highly regarded.
- 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 providing customer

focused service to clients of the Shire.

- Reception and customer services duties as required, including answering telephone calls and counter enquiries.
- Accurate recording of correspondence and records for the Shire, in both electronic and hardcopy forms where applicable. Supporting other staff within the organisation to complete this task will also be a requirement.
- Process incoming mail including electronic and physical correspondence, opening and recording allocation in the Shire's record keeping system (Synergy), distributing to appropriate recipients and filing in the compactus if required.
- 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 Department of Transport Licensing transactions.
- Process dog and cat registrations.
- Complete Accounts Receivable and Payable tasks as required.
- Assist in the procurement process of the Shire, including creation of purchase orders for authorised staff, and management of financial data.
- Payroll processing.
- Relieve other officers of similar level within the directorate, as required.
- When required, and with the approval of the EMCS, provide administration support to other directorates within the Shire.
- Develop operational practices, procedures and guidelines as they pertain to the position.
- All other duties from time to time as requested by the Chief Executive Officer and Executive Manager Corporate Services.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager Corporate Services

Supervision of: Nil

Internal and External Liaison

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

External: Councillors
Community Groups
Ratepayers/ Residents
Community Members
Business Owners
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 and/ or payroll processing in a similar environment.
- Experience using a PC and a working knowledge of Microsoft Office.
- Well develop communication skills, including good public relations and interpersonal skills.
- Sound literacy and numeracy skills, with the ability to draft correspondence.
- Experience in the use of record keeping and finance systems.
- 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.
- Knowledge of the Shire'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, including drug and alcohol test, as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will 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 Employee</i>	Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: