



## Job Description Form

Classification Evaluation Date:

Current Version Date: 28 January 2015

### Records Officer

Position Number: <GENERIC>  
Classification/Level: Level 1  
Award/Agreement: Public Service General Agreement 2014  
Organisation Unit: ICT Corporate Information Support  
Physical Location: West Perth / Joondalup / Myaree

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#### This Position Reports To:

Position Number: 00929086  
Position Title: Records Coordinator  
Classification/Level: L4

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#### Positions Under Direct Supervision:

Level/ Title: Nil

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#### Organisational Context

The Disability Services Commission is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Established in 1993 under the Disability Services Act 1993, the Commission provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Commission also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

**Our Vision:** All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Commission seeks to employ staff who demonstrate the following capabilities and values:

**Capabilities:**

Shapes and manages strategy

Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

**Values:**

Commitment — to our vision for people with disability and their families  
Respect — values cultural diversity and encourages everyone's unique contribution  
Integrity — is honest and truthful about decisions and actions  
Working together — works together cooperatively to get things done and pursue our vision  
Openness — decision-making and communications are clear and transparent  
Leadership — actions reflect leadership responsibilities  
Accountability — are openly accountable for decisions and actions  
Continued learning — are committed to a culture of excellence and continued learning.

The Commission is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

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### **Key Work Description**

This position carries out day to day records duties including mail processing and distribution, counter, phone and email customer enquiries (records), data entry to records management system, maintenance of Disability Services Commission (DSC) files and input towards daily records procedures.

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### **Work Description**

This section outlines the results and outcomes required of an individual in this position.

#### **1.0 Records Management**

- 1.1 Undertakes document attachments to files.
- 1.2 Sorts and collates documents in preparation for attachment.
- 1.3 Assists with the creation of new files, as directed.
- 1.4 Assists with the management of DSC files, as directed.
- 1.5 Updates the Records Management System to reflect file movements.
- 1.6 Re-shelves files to compactus and participates in file location audits.
- 1.7 Locates and retrieves files for users on request.
- 1.8 Attends to customer counter and phone enquiries.
- 1.9 Participates in statistics collection for various activities.

#### **2.0 Mail Distribution**

- 2.1 Sorts, opens and distributes internal and external mail.
- 2.2 Collects outgoing mail from retrieval points and prepares it for despatch.
- 2.3 Receives and forwards facsimiles to message recipients.

#### **3.0 Retention and Disposal**

- 3.1 Undertakes periodic tasks, as specified.

#### **4.0 Other Duties**

- 4.1 Provides switchboard relief.
- 4.2 Undertakes specific project activities, as required.
- 4.3 Carries out other duties, as required.

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### **Work Related Requirements**

In the context of this position, able to demonstrate:

#### **Qualifications**

##### **Essential**

- Certificate of Secondary Education (Year 10) or equivalent.

#### **Experience**

##### **Desirable**

- Experience in operating a telephone switchboard
- Experience in general office or clerical duties.

**Knowledge/Skills/Abilities**

**Essential**

- Literacy and numeracy skills.
- Organisational skills to meet timeframes, with an ability to work with minimal supervision.
- Ability in attention to detail and accuracy.
- Ability to work co-operatively in a team and contribute to achieve set goals, seeking advice and direction as required.
- Sound interpersonal and communication skills to interact effectively with staff and the public.
- Computer literacy with knowledge of Microsoft products such as Word, Excel, Outlook.

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**Special Equipment Requirements**

Appointment is subject to a satisfactory National Police Clearance.

Must be able to undertake the physical demands of the required duties (some moderate level lifting and carrying, up to 15 kilograms, is required).

The occupant of this position must have the ability to travel to and work in various Commission Offices in the Perth Metropolitan Area in response to organisational requirements.

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**Certification**

Sam Ciminata, Executive Director Business.

Signature



Date

29/01/15

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|---------------------------------------|-------------------|
| <b>Disability Services Commission</b> |                   |
| <b>JDF Registration</b>               |                   |
| Sign                                  | <u>W. Barton</u>  |
| Date                                  | <u>29/01/2015</u> |