

	 The GEO Group Australia Pty Ltd JUNEE CORRECTIONAL CENTRE	JCC/PD106 Issue: A Date: 210513 Page 1 of 2 Colour: White
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POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE : ASO (Casual / PPT)

LOCATION : Administration

REPORTS TO : Finance and Administration Manager

PRIMARY OBJECTIVE

To undertake a range of administrative duties within the centre, across all departments, as required or directed.

1.0 DUTIES AND RESPONSIBILITIES

- 1.1 Support the administrative function of the organisation as required.
 - 1.2 Provide general reception and clerical support to the organisation.
 - 1.3 Relieve in administrative positions across centre departments as required.
 - 1.4 Be willing to learn a broad range of administrative roles within the centre, including roles with inmate contact.
 - 1.5 Any other duties as directed by the Finance and Administration Manager or other department manager.
 - 1.6 Co-operate with the employer's efforts to comply with the requirements of the WH&S Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WH&S Act 2011.
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2.0 KEY SELECTION CRITERIA

- 2.1 Experience with the Microsoft suite of software, especially Word, Excel and Outlook.
- 2.2 A flexible approach to work and a willingness to learn a variety of roles across all departments.
- 2.3 Proven written and oral communication skills.

- 2.4 Experience in or the ability to perform switchboard operator and reception duties.
- 2.5 Demonstrated organizational skills.
- 2.6 An ability to maintain confidentiality.
- 2.7 Maintain a continuing satisfactory security clearance as approved by the Commissioner of CSNSW.
- 2.9 Ability to work in a correctional environment that may involve direct contact with prison inmates.

<i>APPROVED BY</i>	<i>SIGNATURE</i>	<i>DATE</i>
General Manager		
Finance & Admin Manager		
Human Resources Manager		

I acknowledge receipt of this Position Description and Selection Criteria. I acknowledge that the duties, responsibilities and key selection criteria are consistent with the work that I do at the Junee Correctional Centre Position.

Employee Name:

Employee Signature: Date: