



**Recruitment of new  
TRAINEE ADMINISTRATION OFFICER (FULL-TIME)**

***Information for Intending Applicants***

**Applications:**

Applications will close at 4pm on 21<sup>st</sup> January 2022. Applications by post, email and in person will be accepted. **Do not use a courier service as they are too unreliable in delivering to Yalgoo, and too expensive.**

**There is no “Express Post” service to Yalgoo. If you believe your application may be delayed in the mail, please ensure that you email a copy before the close of applications.**

Mailed applications should be addressed to the Deputy Chief Executive Officer and should be marked “Application for the Position of Trainee Administration Officer” on the outside of the envelope, as well as on the cover page.

Applications should be sent to:

*Street Address:* Shire of Yalgoo  
37 Gibbons Street  
YALGOO WA 6635

*Postal Address:* Shire of Yalgoo  
37 Gibbons Street  
YALGOO WA 6635

*Fax number:* (08) 9962 8020

*Email address:* [dceo@yalgoo.wa.gov.au](mailto:dceo@yalgoo.wa.gov.au)

Applications should contain the following information:

1. Your full name and date and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. A statement as to your citizenship and, if not an Australian citizen, whether you have Australian permanent resident status or an immigration status which allows you to legally work in Australia.
4. Details of your academic qualifications (including the year each qualification was completed).
5. If you are a student or have graduated within the last 5 years, a copy of your academic transcript or most recent results notice.
6. A summary showing employment history (where applicable).
7. Your reasons for applying for the position.
8. Your claim for the position; in this section you must address each of the selection criteria, explaining how and to what extent you meet them. The selection criteria are listed in another section of this document.
9. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
10. The names and contact details of not less than two referees to whom enquiries will be made.
11. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

**You should not include original documents in your application, please send copies only. If you are shortlisted for interview, bring your original documents with you to the interview.**

### **Selection and Appointment Process:**

It is anticipated that interviews will be held in Yalgoo on a date yet to be determined.

Depending on the applications received, the Deputy Chief Executive Officer may conduct preliminary interviews by telephone to assist in shortlisting applicants for interview.

Applicants attending an interview may be required to perform one or more aptitude tests.

The successful applicant will be appointed on a probationary basis for three months.

Council policy requires that all appointees undertake a pre-employment medical examination (at Council's expense) before confirmation of their employment.

### **Housing:**

A modern, air-conditioned two-bedroom unit may be available for the successful candidate at a rental of \$50 per week.

## ***Selection Criteria***

### **Desirable:**

1. Current driver's licence (Class A).
2. A positive "can do" attitude, and a willingness to learn and to be flexible.
3. Ability to contribute positively as part of a team.
4. Good organisational and time management skills.
5. Familiarity with office computer systems.
6. Good interpersonal skills.
7. Verbal and written communication skills.
8. Good personal presentation.
9. The ability to manage personal study timetable

## ***Other Information about the Position***

### **POSITION OBJECTIVES**

#### **Objectives of Position:**

To provide reception and administrative assistance within the Shire of Yalgoo to enable smooth running of the office.

#### **Within Section:**

To support the efforts of the Administration Team in keeping all information systems maintained up-to-date and targeted at achieving the Shire's strategic objectives.

#### **Within Organisation:**

Liaise with other employees on matters associated with transaction processing and administration.

## DUTY STATEMENT

### Duties:

The Administration Officer shall:

1. Answer telephone calls and take accurate messages.
2. Be first point of contact for customers of the Shire of Yalgoo, especially at the front counter.
3. Answering queries and liaising with customers of the Shire of Yalgoo.
4. Maintain the Shire of Yalgoo Community Library (after sufficient training).
5. Utilise various Microsoft programs, ie Excel and Word.
6. If required, carry out Committee Clerk duties for some committees and/or the Council.
7. Assisting the Administration Team in other administrative functions.
8. Such other duties as the Deputy Chief Executive Officer or Chief Executive Officer may require.
9. Maintain Front Foyer so that is clean and tidy, and open in line with the Shire Office hours
10. Check daily and respond to the reception emails
11. Manage the pickup and drop off of physical mail for the Shire
12. Maintain incoming & outgoing mail register
13. Maintain Shire public notice boards to ensure they only show all current notices
14. Help the EA with setup, catering and clean up afterwards, the Council Chambers for Council Meetings.
15. Keep office kitchen area clean and tidy including the benches, dishes and fridge
16. Process EFTPOS payments by customers including the computer system
17. Assist Administration team to process Purchase Orders
18. Process customer transactions into the Department of Transport system
19. Complete the daily end of day process including settling the EFTPOS terminal, reconciling the cash till and the days banking.
20. Other duties as directed by the Deputy Chief Executive Officer

## **ORGANISATIONAL RELATIONSHIPS**

### **Responsible to:**

- The Deputy Chief Executive Officer

### **Supervision of:**

- Nil

### **Internal and External Liaison:**

#### **Internal**

- Deputy CEO
- Administration staff
- Works Foreman
- Other Staff

#### **External**

- Other Local Authorities
- Ratepayers
- General Public

## **EXTENT OF AUTHORITY**

There are presently no formally delegated authorities associated with this position.

## **PUBLIC RESPONSIBILITIES**

To promote a favourable public image of Council's personnel, operations and the Shire in general.

## **SALARY**

- In accordance with the Local Government Officers Award and the Shire of Yalgoo Enterprise Agreement
- The role is full time with standard hours set at 38 hours per week.
- The role is primary based in the shire offices at 37 Gibbons Street Yalgoo

## **SUPERANNUATION**

- Non-contributory superannuation is paid at 10%; if you elect to contribute to superannuation, the Shire will match your contributions (up to a maximum of 5%). Salary sacrifice is also available on a cost-neutral basis.

## **INFORMATION ABOUT THE SHIRE OF YALGOO**

The Shire of Yalgoo has a forward-looking, progressive Council and management team. We work out of modern offices first occupied in 2000 and are supported by relatively up-to-date technology and practices.

We take a strategic approach to management. Within the limited resources available to us, we attempt to maximise positive outcomes that can make a real difference to people's lives in our community.

As a consequence of this approach, Yalgoo has been (according to the ABS) one of the fastest growing towns in WA for the past three years in succession. Although it is still a very small town, the decline of the previous several decades has been arrested and Yalgoo is moving positively toward the future.