REPORT OF SEP FACILITATORS

TO MR I R HEWITT
EXECUTIVE DIRECTOR, HUMAN RESOURCES

DEPARTMENT OF CORRECTIVE SERVICES

DISTRIBUTION: Mr I R Hewitt, Executive Director, Human Resources
Ms D Hunter, A/Assistant Director, Industrial Practices
Mr J Brassil, Chairman, JCC, JPTF

D LEVER R ROUSE

15 February 1991
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CONVERSION OF BASE GRADE CLERICAL POSITIONS TO
CLERICAL OFFICER

FINAL REPORT

1. BACKGROUND

On 9 October, 1991 action commenced to convert base grade clerical positions and graded Clerks, up to and including, Grade 1/2 to Clerical Officers within the Probation and Parole Division and Gaol Administrative Offices.

Statements of Duties have now been re-written for these 212 positions. All positions have been restructured in accordance with Structural Efficiency Principles.

A costing of the conversion has been completed and details are attached. The overall additional cost to the Department will be $95,700. This constitutes a percentage increase of 2.3%.

Initially the Project was targeted to be completed by 24 December, 1990. With reference to its completion date of 14 February 1991 the following should be noted:

1. The report dated 21 December 1990 which stated that, owing to the complexities of staffing in Gaol Administrative offices, which made the use of generic Statements of Duty impossible, this section of the Project would not be completed until the end of January 1991.

2. Local staffing structures in Regional Probation and Parole Offices which necessitated individual rather than generic Statements of Duty to be written.

3. The decision to convert base grade position in all gaols rather than the eight originally tabled in the Report dated 19 November, 1990. This resulted in the doubling of the number of positions to be converted.

4. Identification of high volume, low complexity tasks which resulted in positions with little job satisfaction. Such positions eg, telephonist/typist required complete restructuring.

5. Continuing involvement in the evolution of the restructuring models. This resulted in provision of training sessions for custodial facilitators at Long Bay, the Joint Consultative Committee, the Job Planning Taskforce and the Special Needs Working Party. Provision of such training sessions placed additional demands on time.

6. The Industrial negotiation required, which was greater than initially anticipated and necessitated visits to an additional four Probation & Parole offices and four Gaol Administrative Offices.

7. PEIRA's request that Schedules detailing Location, Occupant, Position title and number, Current Salary, Proposed Regrading and New Salary be tabled to expedite approval. (copies attached)

The importance and value of the visits to institutions and officers cannot be overemphasised.
The conversion proposal created widespread industrial tension particularly in gaols and Probation and Parole offices in country areas. Direct contact not only diffused hostility to the conversion but resulted in high levels of cooperation with all staff involved.

However, some concern is felt in regard to the acceptance of the conversions and associated Statements of Duties by Probation & Parole staff based in the Southern Region around the Wagga Regional Office. Due to other work pressures it was not possible to visit those staff members and explain the benefits of the conversions and the method of approval being adopted.

Although attempts were made to allay concerns by telephone, it is not considered that those attempts were wholly successful. As a result there may be some concerns voiced from the Southern Region when the conversions are formalised.

2. THE CLERICAL OFFICER CONVERSION

2.1 The process. In this project the conversion of the 212 base grade clerical positions to Clerical Officer has been done in accordance with Structural Efficiency guidelines. The objective was to create new Statements of Duty which provided:

* enhancement of opportunities for staff its compete for a wider variety of positions,
* performance of a wider range of duties to reduce monotony through repetition of tasks,
* provision of appropriate training,
* reduction of OH&S problems,
* promotion of EEO.

Structural Efficiency has been achieved by multi-skilling through designing new Statements of Duties for positions in such a way as to directly relate the Statements of Duties for junior officers to those at higher levels. This interlinking of occupational activity provides improved career path structure.

The new Statement of Duties for Clerical Officer 1/2 if compared to the previous S.O.D. for the typist at Norma Parker Centre highlights the achievement of multi-skilling and job enrichment through the application of SEP principles (see attached).

2.2 Upgradings
Changes in the level of responsibility of positions were examined with a view to determining if a change in the level of grading was appropriate. In the cases of the 35 proposed Clerical Officers in Resident Probation & Parole Office it is considered that a strong case exists for an upgrading of the positions to Clerical Officer, Grade 3. It is also proposed to discuss with PEIRA the possibility of re-grading the position of typist at the Western Regional Office of the Probation & Parole Service. No other changes to levels of grading are proposed.
3. CLERICAL OFFICER CONVERSION: RECOMMENDATIONS

The 212 positions submitted for conversion finalises the conversion of all base grade positions to clerical officers in Probation & Parole field offices and Gaol Administrative Offices.

Two recommendations are made for further action.

* At Head Office level of Probation and Parole, seven base grade clerical positions remain to be converted. It is recommended that this commence urgently.

* Similarly all remaining base grade clerical position throughout Head Office should be examined for conversion.

David Lever

Rosemary Rouse
CONVERSION OF BASE GRADE CLERICAL POSITIONS
IN PROBATION AND PAROLE FIELD OFFICES AND
GAOL ADMINISTRATION OFFICES TO CLERICAL OFFICER
FINAL COSTING SUMMARY

Total cost of current gaol positions 1,583,202
Total cost of gaol Clerical Officers 1,608,449

TOTAL COST OF CONVERTING 76 GAOL POSITIONS 25,247

Total cost of current Probation & Parole positions 2,506,578
Total cost of Probation & Parole Clerical Officers 2,577,031

TOTAL COST OF CONVERTING 136 POSITIONS 70,453

TOTAL COST OF EXISTING POSITIONS 4,089,780
TOTAL COST OF CONVERTED POSITIONS 4,185,480

TOTAL COST OF CONVERTING 212 POSITIONS 95,700

% Increase: 2.3%
CONVERSION OF BASE GRADE CLERICAL POSITIONS TO CLERICAL OFFICER:

PROBATION & PAROLE OFFICERS
(REGIONAL, DISTRICT, RESIDENT, ATTENDANCE CENTRES)

SCHEDULE: LOCATION, OCCUPANT, POSITION TITLE AND NUMBER, CURRENT SALARY, PROPOSED REGRADING, NEW SALARY
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CONVERSION OF BASE GRADE CLERICAL POSITIONS
IN PROBATION AND PAROLE FIELD OFFICERS TO CLERICAL OFFICER:
COSTING TO DEPARTMENT

A. REGIONAL PROBATION AND PAROLE OFFICES.

Clerical Grade 1/2 x 5 – Present Cost 104,506
Converted to Clerical Officer 3/4 x 5 104,506
COST OF CONVERSION TO DEPARTMENT: Nil

Clerical Assistant Class 4 x 3 – Present Cost 72,518
Converted to Clerical Officer Grade 3 74,406
COST OF CONVERSION TO DEPARTMENT: 1,888

Regional Typist x 2 – Present Cost 39,591
Converted to Clerical Officer Grade 1/2 40,376
COST OF CONVERSION TO DEPARTMENT: 785

Clerk General Scale x 1 – Present Cost 13,811
Converted to Clerical Officer Grade 1/2 15,431
COST OF CONVERSION TO DEPARTMENT: 1,620

COST OF CONVERSION X 10 POSITIONS: 4,293

B. DISTRICT PROBATION AND PAROLE OFFICES.

NB. Where vacancies exist (2), costing has been calculated at C.A. 2/3 2nd year salary. Clerical Officer Grade 1/2 (Formerly Clerical Assistant Class 2/3).

Clerical Assistant 2/3 x 35 + 1 General Scale Clerk – Present 802,841
Converted to Clerical Officer Grade 1/2 x 36 808,738
COST TO DEPARTMENT FOR 1ST YEAR: 5,897

Clerical Officer Grade 1/2 (Formerly Typist).
NB. Where vacancies exist (3), costing has been calculated at the 9th year General Typist scale, i.e. $19,598.

Typist General Scale x 52 – Present Cost 841,094
Converted to Clerical Officer 1/2 x 52 860,540
COST TO DEPARTMENT FOR 1ST YEAR: 19,446

COST OF CONVERSION X 88 POSITIONS: 25,343
C. RESIDENT PROBATION AND PAROLE OFFICES.

NB. Where vacancies exist (1), costing has been calculated on Clerical Assistant Class 3, 1st year scale, i.e. $22,857 and Clerical Officer 1/2, 9th year $22,590 scale.

Clerical Assistant Class 3 x 35 – Present Cost 584,963
Converted to Clerical Officer Grade 3 x 35 625,354
COST TO DEPARTMENT FOR 1ST YEAR: 40,391

COST OF CONVERSION X 35 POSITIONS: 40,391

D. ATTENDANCE CENTRES.

NB. All Attendance Centres are staffed on 18 hrs per week. Where vacancies exist (1), costing has been calculated on Clerical Assistant Class 3, 2nd year scale.

Clerical Assistant Class 3 x 4 – Present Cost 47,254
Converted to Clerical Officer Grade 1/2 x 4 47,680
COST TO DEPARTMENT X 4 POSITIONS: 426

TOTAL COST OF CONVERSION X 136 POSITIONS: 70,453
This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Northern Metropolitan Regional Office 91/006

Title: Clerical Officer Grade 3/4
Departmental Title: Regional Clerk
Formerly: Regional Clerk Grade 1/2
Department: Corrective Services
Division of Department: Probation and Parole Service
Northern Metropolitan Region
Responsible to: Regional Administrative Officer
Northern Metropolitan Region
Responsible for: Performance of such clerical and accounting duties as are necessary for the efficient daily functioning of the Regional Office.

1. Operate Regional Account and maintain commitment and expenditure records.

2. Examine and process payment of claims for supply of goods and services for the Region and claims for officers travelling expenses.

3. Pay and/or check salary claims for temporary staff, including:
   - Sessional Supervisors (Community Service Order Scheme)
   - Temporary Clerical Assistants

4. Check and reconcile District Office petty cash advances and maintain Regional petty cash system.

5. Prepare bank reconciliations and recoups for Regional Advance account.

6. Operate Micro Computer for local accounts package and similar applications.

7. Enter and check details on computerised Leave Record system as required.

8. Maintain record of approval for motor vehicle use.


10. Other duties, consistent with the above, as required.

(6391006.NMR)
Title: Clerical Officer Grade 1/2

Departmental Title: Regional Clerical Officer

Formerly: Clerk General Scale

Department: Corrective Services

Division of Department: Probation and Parole Service Northern Metropolitan Region

Responsible to: Regional Administrative Officer Northern Metropolitan Region

Responsible for: Performance of such clerical and accounting duties as are necessary for the efficient daily functioning of the Regional Office.

1. Organise, order, prepare and purchase for all District Officers within the Region and maintain goods inwards book for the Region.

2. Assist with examination and processing of payment of claims for supply of goods and services for the Region.

3. Operate Micro Computer for local accounts package and similar applications.

4. Undertake annual stocktake of plant and equipment.

5. Maintain Regional stores and associated records and supply to District Offices.

6. Assist Regional Administrative Officer in collection of statistical information in relation to special projects and reports.

7. Arrange eyesight tests for all computer operators.

8. Maintain and circulate updates of the index of all printed forms used in the Region's operations.

9. Maintain Regional Store.

10. Other duties, consistent with the above, as required.
7. Check and enter all Regional Leave on computer, assist with maintenance of leave record system, compile monthly staff return for Head Office and check flexisheets prior to certification.

8. Attend to the reception of clients and others and monitor telephone.

9. Provide keyboard support in the preparation of correspondence within the Regional Office.

10. Prepare agenda, take and prepare minutes for monthly seniors meetings.

11. Receive and dispatch all government courier and postal mail.

12. Compile statistical returns for Regional Director.

13. Check Regional flexisheets prior to certification.

14. Other clerical/receptionist duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing
Statements of Duties for the following positions:

Northern Metropolitan Regional Office 91/157

Title: Clerical Officer Grade 3
Departmental Title: Regional Clerical Officer
Formerly: Clerical Assistant Class 4
Department: Corrective Services
Division of Department: Probation and Parole Service
Northern Metropolitan Region
Responsible to: Regional Administrative Officer
Northern Metropolitan Region
Responsible for: Performance of such clerical and
keyboard duties as are necessary for
the efficient daily performance of
the records and clerical functions of
the Regional Office, including
computer functions and the provision
of computer training for the region.

1. Operate the computerised offender records system,
producing management reports in relation to regional
operations and entering data where necessary,
particularly in order to maintain the system in the
temporary absence of clerical officers in District
Offices in the region.

2. Train clerical officers in the Region in the operation of
the offender records system, word processor and other
computer applications.

3. Answer telephone enquiries relating to the operation of
computerised offender records system, word processor and
other computer applications from clerical officers in
District Offices.

4. Establish and maintain Regional filing systems, including
a resubmit and reminder/follow up for Regional staff.

5. Operate all office equipment, including computer and
printer.

6. Check motor vehicle running sheets for all Regional
vehicles prior to certification; maintain record of
vehicles and order petrol cards.

....../2
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Southern Regional Office (Wagga) 95/006

Title: Clerical Officer Grade 3/4
Departmental Title: Regional Clerk
Formerly: Regional Clerk 1/2
Department: Corrective Services
Division of Department: Probation and Parole Service Southern Region
Responsible to: Regional Administrative Officer Southern Region
Responsible for: Performance of such clerical and accounting duties as are necessary for the efficient daily functioning of the Regional Office.

1. Operate and maintain Regional Account.

2. Where appropriate, organise, order, prepare and purchase for all District Offices and examine and process claims for supply of goods and services for the Region.

3. Examine and process pay claims for officers travelling expenses. Pay and/or check salary claims for temporary staff, including:
   - Sessional Supervisors (Community Service Order Scheme)
   - Temporary Clerical Assistants


5. Maintain commitment and expenditure reports and prepare monthly expenditure/cost centre reports.


7. Operate Micro Computer for local accounts package and similar applications, including word processing, as required. Operate computerised Leave Record system, including checking of all leave applications.
8. Undertake annual stocktake of plant and equipment.

9. Assist Regional Administrative Officer with the training of Regional Clerical Officer in maintenance of Regional stores, in the maintenance of computerised leave record system, including checking all leave applications and in general accounting procedures.

10. Assist Regional Administrative Officer in collection of statistical information in relation to special projects and reports and in the preparation of correspondence and draft submissions.

11. Assist Regional Administrative Officer in oversight, placement and usage of Departmental motor vehicles. Organise air travel arrangements for Regional staff.

12. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing
Statements of Duties for the following positions:

Northern Regional Office 92/138

Title: Clerical Officer

Departmental Title: Regional Clerical Officer

Formerly: Clerical Assistant Class 4

Department: Corrective Services

Division of Department: Probation and Parole Service
Northern Region

Responsible to: Regional Administrative Officer
Northern Region

Responsible for: Performance of such clerical and accounting duties as are necessary for the efficient daily functioning of the Regional Office.

1. Operate Regional Accounts and maintain and reconcile Regional petty cash system.

2. Train Regional Clerical Officer in maintenance of Regional stores and associated matters in general accounting procedures and in the operation of the offender records system, word processing and other computer applications.

3. Examine and process payment of claims for supply of goods and services for the Region and claims for officers' travelling expenses.

4. Pay and/or check salary claims for temporary staff including:
   - Sessional Supervisors (Community Service Order Scheme)
   - Temporary Clerical Assistants


6. Operate Micro Computer for local accounts package and similar applications, including word processing as required.

7. Operate computerised Leave Record System, including checking of all leave applications.

8. Other duties, consistent with the above, as required.

(92138.NR)
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Northern Regional Office 92/143

Title: Clerical Officer Grade 1/2

Departmental Title: Regional Clerical Officer

Formerly: Typist General Scale

Department: Corrective Services

Division of Department: Regional Probation and Parole Service
Northern Region

Responsible to: Regional Administrative Officer
Northern Region

Responsible for: Performance of such clerical and keyboard duties as are necessary for the efficient daily performance of records and clerical functions of the Regional Office.

1. Operate the computerised offender records system producing management reports in relation to regional operations and entering data where necessary, particularly in order to maintain the system in the temporary absence of Clerical Officers in District Offices in the region.


4. Maintain and circulate updates of the index of all printed forms used in the Region's operations.

5. Check Regional flexisheets and Regional motor vehicle running sheets, prior to certification.

6. Undertake annual stocktake of plant and equipment.

7. Provide keyboard services for the Regional office.

8. Receive and dispatch all government courier and postal mail.

9. Compile statistical returns for Regional Director.

10. Other duties, consistent with the above, as required.

(92143.NR)
This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Southern Metropolitan Regional Office 93/007

Title: Clerical Officer Grade 3/4
Departmental Title: Regional Clerk
Formerly: Clerk Grade 1/2
Department: Corrective Services
Division of Department: Probation and Parole Service
Southern Metropolitan Region
Responsible to: Regional Administrative Officer
Southern Metropolitan Region
Responsible for: Performance of such clerical and keyboard duties as are necessary for efficient daily functioning of the Regional Office.

1. Operate and maintain Regional Account and maintain commitment and expenditure records.

2. Examine and process payment of claims for supply of goods and services for the Region and claims for officers' travelling expenses.

3. Pay and/or check salary claims for temporary staff, including:
   - Sessional Supervisors (Community Service Order Scheme)
   - Temporary Clerical Assistants

4. Check and reconcile District Office petty cash advances and maintain and reconcile Regional petty cash system.

5. Prepare and reconcile monthly expenditure/cost centre reports from Regional financial records.


7. Operate Micro Computer for local accounts package and similar applications.

....../2
8. Train Regional Clerical Officer in maintenance of Regional stores and associated matters and in general accounting procedures.

9. Assist Regional Administrative Officer in preparation of correspondence and draft submissions.

10. Assist Regional Administrative Officer in oversight, placement and usage of Departmental motor vehicles and arrange for the ordering and distribution of all petrol cards and for air travel arrangements for Regional staff.

11. Identify requisitions subject to Treasury Transfer and furnish advice on all variations to approved financial commitment.

12. Assist in annual stocktake of plant and equipment.

13. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Southern Metropolitan Regional Office 93/203

Title: Clerical Officer Grade 3
Departmental Title: Regional Clerical Officer
Formerly: Clerical Assistant Class 4
Department: Corrective Services
Division of Department: Probation and Parole Service
Southern Metropolitan Region
Responsible to: Officer-in-Charge, District Office
Southern Metropolitan Region
Responsible for: Performance of such clerical and keyboard duties as are necessary for efficient daily performance of the records and clerical functions of the Regional Office, including computer functions and the provision of computer training for the Region.

1. Operate the computerised offender records systems producing management reports in relation to Regional operations and entering data where necessary, particularly in order to maintain the system in the temporary absence of Clerical Officers in District Offices in the Region.

2. Train Clerical Officers in the region in the operation of the Offender Records system, word processor and other computer applications.

3. Maintain Regional Store, organise order preparation and purchasing procedures and supply stores for District Offices within the Region. Process associated records.

4. Answer telephone enquiries relating to the operation of computerised offender records system and other computer applications from Clerical Officers in District Offices.

5. Operate all office equipment, including computer and printer.

6. Access information from computerised record system, collate and prepare statistics as may be required by Senior Regional Officers.
7. Maintain and circulate updates of the index of all printed forms used in the Region's operations and process and follow-up requisitions for printed forms and stationery for District Offices.

8. Maintain records of approvals for use of private motor vehicles on official business and identify comprehensive insurance expiry dates in respect of approved users and follow-up submission of certified renewal notices.

9. Extract circulars and service memos and arrange distribution to relevant staff.

10. Maintain an update CSO Agency list.

11. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing
Statement of Duties for the following position:

Western Regional Office 94/006

Title: Clerical Officer Grade 3/4
Departmental Title: Regional Clerk
Formerly: Clerk Grade 1/2
Department: Corrective Services
Division of Department: Probation and Parole Service
Western Region
Responsible to: Regional Administrative Officer
Western Region
Responsible for: Performance of such clerical and
accounting duties as are necessary
for the efficient daily functioning
of the Regional Office.

1. Operate and maintain Regional Account, including checking
and reconciling of District Office petty cash advances,
maintenance of commitment and expenditure records and
preparation of monthly expenditure/cost centre reports.

2. Organise order preparation and purchasing procedures for
all District Offices within the Region; maintain regional
stores and supply to District Offices.

3. Examine and process payment of claims for supply of goods
and services for the Region and claims for officers'
travelling expenses.

4. Pay and/or check salary claims for temporary staff,
including:
- Sessional Supervisors (Community Service Order
  Scheme)
- Temporary Clerical Assistants

5. Maintain Accountable Items register and Plant card Issue
register.

6. Undertake annual stocktake of plant and equipment.

7. Operate Micro Computer for local accounts package and
similar applications, including word processing and
computerised Leave Record system, including checking of
all leave applications, as required.

....../2
8. Maintain and circulate updates of the index of all printed forms used in the Region's operations.

9. Prepare submissions and process all applications for temporary assistance.

10. Train Regional Clerical Officer in maintenance of Regional stores and associated matters in general accounting procedures and in the operation of computerised leave record system, including checking all leave applications.

11. Assist Regional Administrative Officer in collection of statistical information in relation to special projects and reports and in the preparation of correspondence and draft submissions.

12. Assist Regional Administrative Officer in oversight, placement and usage of Departmental motor vehicles. organise air travel arrangements for Regional staff.

13. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Western Regional Office 94/007

Title: Clerical Officer

Departmental Title: Regional Clerical Officer

Formerly: Typist

Department: Corrective Services

Division of Department: Regional Probation and Parole Service
Western Region

Responsible to: Regional Administrative Officer
Western Region

Responsible for: Performance of such clerical and keyboard duties as are necessary for the efficient daily performance of the records and clerical functions of the Regional Office, including computer functions and the provision of computer training for the Region.

1. Operate the computerised offender records system producing management reports in relation to regional operations and entering data where necessary, particularly in order to maintain the system in the temporary absence of clerical officers in District Offices in the Region. Access information from computerised record system as required by Senior Regional Officers.

2. Train Clerical Officers in the Region in the operation of the offender records system, word processor and other computer applications. Answer telephone enquiries relating to the operation of computerised offender records system, word processor and other computer applications from Clerical Officers in District Offices.

3. Establish and maintain Regional filing systems, including a resubmit and reminder/follow up for Regional staff.

4. Operate all office equipment, including computer and printer. Provide word processing and keyboard services for the Regional Office.

5. Maintain and reconcile Regional petty cash system. Assist in the preparation of bank reconciliations, vouchers, salary claims.

....../2
6. Check Regional flexisheets and Regional motor vehicle running sheets prior to certification.

7. Maintain leave register.

8. Assist in the annual stocktake.

9. Receive and dispatch all government courier and postal mail.

10. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing
Statements of Duties for the following positions:

Annandale Attendance Centre 93/255
Liverpool Attendance Centre 93/256
Emu Plains Attendance Centre 91/191
Pendle Hill Attendance Centre 91/190

Title:
Clerical Officer Grade 1/2

Departmental Title:
Clerical Officer

Formerly:
Clerical Assistant Class 2/3

Department:
Corrective Services

Division of Department:
Probation and Parole Service
- Attendance Centre

Responsible to:
Co-Ordinator Attendance Centre

Responsible for:
Performance of such clerical, receptionist and keyboard duties as are necessary for the efficient daily performance of the Attendance Centre, including computer functions. Acts as an enquiries person for offenders and others.

1. Operate and maintain the Probation and Parole Service computerised records system, including registration, transfer and discharge of forms of community and supervision orders, entry, reception, transfer and filing of papers.

2. Prepare various statistical returns and reports from the manual and computerised records systems relating to Attendance Centre orders and paper file transactions and other returns required by the office manager.

3. Attend to the reception of clients and others at the Centre and monitor telephone.

4. Provide keyboard support in the preparation of correspondence.

5. Receive and dispatch all government courier and postal mail.

6. Co-ordinate the duplication of all materials.

....../2
7. Order stores from Regional Office for use at the Attendance Centre and purchase and provide stores and refreshments for clients' daily use.

8. Maintain and reconcile petty cash system.

9. Operate and maintain the fail safe system relating to offender attendance at the Centre.

10. Assist in the maintenance, replacement and annual stocktake of equipment.

11. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

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<thead>
<tr>
<th>Location</th>
<th>Code</th>
<th>(Duties)</th>
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</table>
Title: Clerical Officer Grade 1/2
Departmental Title: Clerical Officer
Formerly: Clerical Assistant Class 2/3
Department: Corrective Services
Division of Department: Probation and Parole Service
Responsible to: Officer-in-Charge, District Office
Responsible for: Performance of such clerical and keyboard duties as are necessary for efficient daily performance of the records and clerical functions of the office.

1. Operate and maintain the Probation and Parole Service computerised records systems, including registration, transfer and discharge of all forms of community and institutional based assessment and supervision orders.

2. Maintain client files, computerised and manual records system, including entry, reception, allocation transfer and prepare various associated statistical returns.

3. Prepare such other statistical returns and reports from the computerised records systems as may be required by office managers.

4. Attend to the reception of clients and others at the District Office.

5. Operate switchboard and answer a wide range of enquiries including those of courts, police and other officers.

6. Operate and maintain a resubmit system and a miscellaneous reminder/follow-up system relating to case management reviews and paper file transactions for all staff.

7. Maintain and reconcile petty cash system and prepare payment vouchers.

8. Provide keyboard support in the preparation of all office correspondence and reports.

9. Prepare a daily computer printout return of offender registration, transfer and discharge transactions to a format suitable for computer data entry.
10. Receive and dispatch all government courier and postal mail and collect depositions from local courts.

11. Check accuracy of court sentence details and take action to correct errors when they occur.

12. Order stores from Regional Office.


14. Check flexisheets and motor vehicle running sheets for office vehicles, prior to certification.

15. Provide office relief to neighbouring offices in the absence of their clerical officers.

16. Operate office machinery, including photocopier, fax, computer and printer.

17. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

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<th>Location</th>
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</table>
Title: Clerical Officer Grade 1/2

Departmental Title: Clerical Officer

Formerly: Typist General Scale

Department: Corrective Services

Division of Department: Probation and Parole Service

Responsible to: Officer-in-Charge, District Office

Responsible for: Performance of such clerical and keyboard duties as are necessary for efficient daily performance of the records and clerical functions of the office.

1. Operate and maintain the Probation and Parole Service computerised records systems, including registration, transfer and discharge of all forms of community and institutional based assessment and supervision orders.

2. Maintain client files, computerised and manual records system, including entry, reception, allocation transfer and prepare various associated statistical returns.

3. Prepare such other statistical returns and reports from the computerised records systems as may be required by office managers.

4. Attend to the reception of clients and others at the District Office.

5. Operate switchboard and answer a wide range of enquiries including those of courts, police and other officers.

6. Operate and maintain a resubmit system and a miscellaneous reminder/follow-up system relating to case management reviews and paper file transactions for all staff.

7. Maintain and reconcile petty cash system and prepare payment vouchers.

8. Provide keyboard support in the preparation of all office correspondence and reports.

9. Prepare a daily computer printout return of offender registration, transfer and discharge transactions to a format suitable for computer data entry.
10. Receive and dispatch all government courier and postal mail and collect depositions from local courts.

11. Check accuracy of court sentence details and take action to correct errors when they occur.

12. Order stores from Regional Office.


14. Check flexisheets and motor vehicle running sheets for office vehicles, prior to certification.

15. Provide office relief to neighbouring offices in the absence of their clerical officers.

16. Operate office machinery, including photocopier, fax, computer and printer.

17. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

City District  93/209  (35)

Title:  Clerical Officer Grade 1/2
Departmental Title:  Clerical Officer
Formerly:  Clerical Assistant General Scale
Department:  Corrective Services
Division of Department:  Probation and Parole Service
Responsible to:  Officer-in-Charge, District Office
Responsible for:  Provision of such clerical and keyboard duties as are necessary for efficient daily performance of the records and clerical functions of the office.

1. Operate and maintain the Probation and Parole Service computerised records systems, including registration, transfer and discharge of all forms of community and institutional based assessment and supervision orders.

2. Maintain client files, computerised and manual records system, including entry, reception, allocation and transfer and prepare various associated statistical returns.

3. Prepare such other statistical returns and reports from the computerised records systems as may be required by office managers.

4. Attend to the reception of clients and others at the District Office.

5. Operate switchboard and answer a wide range of enquiries, including those from police courts and other officers.

6. Operate and maintain a resubmit system and a miscellaneous reminder/follow-up system relating to case management reviews and paper file transactions for all staff.

7. Maintain and reconcile petty cash system and prepare payment vouchers.
8. Provide keyboard support in the preparation of all office correspondence and reports.

9. Prepare a daily computer printout return of offender registration, transfer and discharge transactions to a format suitable for computer data entry.

10. Receive and dispatch all government courier and postal mail and collect depositions from local courts.

11. Check accuracy of court sentence details and take action to correct errors when they occur.

12. Order stores from Regional Office.


14. Check flexisheets and motor vehicle running sheets for office vehicles, prior to certification.

15. Provide office relief to neighbouring offices in the absence of their clerical officers.

16. Operate office machinery including photocopyer, fax, computer and printer.

17. Other duties, consistent with the above, as required.
CONVERSION OF BASE GRADE CLERICAL POSITIONS
TO CLERICAL OFFICER

PROBATION AND PAROLE

PROPOSALS FOR UPGRADINGS

A) Clerical Officer Grade 3 Resident Probation and Parole Offices (formerly CA Class 3).

See attached old and rewritten Statements of Duties which highlight the additional responsibilities and tasks now performed by occupants of this position.

Specific duties which support the proposal for upgrading are 1, 2, 4, 6, 11, 17, 18, 19.

B) Clerical Officer Grade 3 Western Region Probation and Parole Office, Position No. 94/007. (Formerly Typist General Scale).

See attached old and rewritten Statements of Duties for this position.

Specific duties which support the proposal for upgrading include: 2, 5, 8.
DRAFT ONLY

This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

- Katoomba 91/182
- Windsor 91/144
- Casino 92/144
- Coffs Harbour 92/113
- Grafton 92/103
- Kempsey 92/115
- Lismore 92/105
- Murwillumbah 92/120
- Muswellbrook 92/136
- Muswellbrook 92/135
- Port Macquarie 92/117
- Taree 92/118
- Batemans Bay 95/092
- Bega 95/093
- Bowral 95/126
- Cooma 95/094
- Deniliquin 95/096
- Griffith 95/096
- Nowra 95/125
- Queanbeyan 95/107
- Tumut 95/100
- Young 95/123
- Armidale 94/113
- Broken Hill 94/104
- Bourke 94/099
- Coonamble 94/089
- Dubbo 94/074
- Forbes/Parkes 94/090
- Glen Innes 94/112
- Gunnedah 94/091
- Inverell 94/092
- Lithgow 94/094
- Moree 94/095
- Narrabri 94/096
- Orange 94/098

Title: Clerical Officer Grade 3

Departmental Title: Clerical Officer

Formerly: Clerical Assistant Class 3

Department: Corrective Services

Division of Department: Probation and Parole Service

Responsible to: Resident Probation and Parole Officer

Responsible for: Provision of a full range of clerical duties in the office and ensuring office access to clients and officers during office hours.
1. Operate and maintain the Probation and Parole Service computerised records systems, including registration, transfer and discharge of all forms of community and institutional based assessment and supervision orders.

2. Maintain client files and computerised records system, including entry, reception, allocation and transfer and prepare various associated statistical returns.

3. Prepare such other statistical returns and reports from the computerised records systems as may be required by office managers.

4. Attend to the reception of clients and others at the office and, in the absence of other officers, deal with a wide range of situations associated with clients.

5. Operate switchboard and answer a wide range of enquiries, including those from police courts and other offices.

6. In the absence of other officers, refer clients in crisis to community agencies.

7. Operate and maintain a resubmit system and a miscellaneous reminder/follow-up system relating to case management reviews and paper file transactions for all staff.

8. Receive and transfer client files and PSR registration to offices.

9. Receive and dispatch all government courier and postal mail and collect depositions from local courts.

10. Order and maintain stores.

11. Maintain and reconcile petty cash system and prepare payment vouchers.

12. Provide keyboard services in the preparation of all office correspondence and reports.

13. Check accuracy of court sentence details and take action to correct errors when they occur.


15. Check flexisheets and motor vehicle running sheets for office vehicles, prior to certification.
16. Operate office machinery, including photocopier, fax, computer and printer.

17. Liaise with Community Service Order/Sessional Supervisors re client details and hours of work.

18. Liaise with Community Service Order clients and provide assistance to the Resident Officer in relation to the operation of the CSO scheme as required.

19. Assist Sessional Supervisors in recording CSO hours worked where necessary.

20. Other duties, consistent with the above, as required.
STATEMENT OF DUTIES

Title under Award or Agreement: Clerical Assistant

Department: Corrective Services

Division of Department: Probation and Parole Service

Branch: Unspecified

Responsible to: Officer in Charge/Resident Probation and Parole Officer

Responsible for: The performance of such typing and other duties as are necessary for efficient daily performance of the typing/clerical function of the office.

1. Performs the audio typing of any letters, paper file notes, reports or depositions that may be recorded upon cassettes.

2. Types from hand-written Pre-Sentence Reports, Community Service Order Assessments, Pre-Release Reports, Breach, Revocation or Progress Reports and any other correspondence as required.

3. Attends to the reception of clients and others at the District Offices; answers and redirects telephone enquiries.

4. Operates and maintains the Probation and Parole Service records system including registration, transfer, discharge and filing of orders and paper files.

5. Performs such duties as to printout computer generated reports such as Daily Returns and other reports as required.

6. Prepares monthly statistical returns about work order and paper file activity as applicable and required.

7. Prepares other statistics from the record system as may be required.

8. Operates and maintains resident and suspense system registers and miscellaneous reminder/follow-up system for all staff.

9. Receives and despatches all government courier and postal mail.

10. Extracts client contact entries from field staff diaries and records the information as a "fail-safe" system.

11. Performs such other duties as required.

The statement of responsibilities should not exceed the space provided.

The above is a brief statement of the duties of the position as at 16th September, 1987

Branch Head: [Signature]

Permanent Head: [Signature]

Date: 16/9/87

As occupant of this position, I have noted this Statement of Duties.

Name: [Signature]

Date: [Signature]
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Western Regional Office 94/007

Title: Clerk

Department Title: Regional Clerical Officer

Formerly: Typist

Department: Corrective Services

Division of Department: Regional Probation and Parole Service Western Region

Responsible to: Regional Administrative Officer Western Region

Responsible for:

Performance of such clerical and keyboard duties as are necessary for the efficient daily performance of the records and clerical functions of the Regional Office, including computer functions and the provision of computer training for the Region.

1. Operate the computerised offender records system producing management reports in relation to regional operations and entering data where necessary, particularly in order to maintain the system in the temporary absence of clerical officers in District Offices in the Region. Access information from computerised record system as required by Senior Regional Officers.

2. Train Clerical Officers in the Region in the operation of the offender records system, word processor and other computer applications. Answer telephone enquiries relating to the operation of computerised offender records system, word processor and other computer applications from Clerical Officers in District Offices.

3. Establish and maintain Regional filing systems, including a resubmit and follow up for Regional staff.

4. Operate all office equipment, including computer and printer. Provide word processing and keyboard services for the Regional Office.

5. Maintain and reconcile Regional petty cash system. Assist in the preparation of bank reconciliations, vouchers, salary claims.
6. Check Regional flexisheets and Regional motor vehicle running sheets prior to certification.

7. Maintain leave register.

8. Assist in the annual stocktake.

9. Receive and dispatch all government courier and postal mail.

10. Other duties, consistent with the above, as required.
STATEDMENT OF DUTIES

Title under Award or Agreement: Typist

Departmental Title: Regional Typist

Department: Corrective Services

Division of Department: Probation & Parole Service

Branch or Town: Western Region, Dubbo

Responsible to: Regional Director

Responsible for:
The provision of typing, general clerical duties, computer data entry and reception duties associated with the operation of a regional office.

1. Types submissions, reports and general correspondence.
2. Undertakes audio typing, where appropriate.
3. Prepares monthly and other statistical returns.
4. Operates the computerised offender records system, entering data where appropriate and producing management reports in relation to regional operations.
5. Operates and maintains the regional filing system including a resubmit and reminder/follow up system for regional staff.
6. Receives and despatches all government courier and postal mail.
7. Assists with the maintenance of the regional store and filling of stationery and service forms requisitions.
8. Assists with the maintenance of Leave, Time in Lieu and Flexit ime records for regional staff.
9. Assists the Regional Clerk in maintaining accounting records and in processing salary claims.
10. Attends to the reception of visitors to the regional office and answers and redirects telephone enquiries.
11. Performs such other duties as requested by the Regional Director.

The statement of responsibilities should not exceed the space provided.
The above is a brief statement of the duties of the position as at

Branch Head ___________________________ Permanent Head ___________________________

Date ___________________________ Date ___________________________

As occupant of this position, I have noted this Statement of Duties.

Name ___________________________
Signature ___________________________
CONVERSION OF BASE GRADE CLERICAL POSITIONS TO CLERICAL OFFICER:

GAOL ADMINISTRATIVE OFFICERS

SCHEDULE: LOCATION, OCCUPANT, POSITION TITLE AND NUMBER, CURRENT SALARY, PROPOSED REGRADING, NEW SALARY
<table>
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<tr>
<th>GAOL</th>
<th>NAME OF PERSON</th>
<th>OLD POSITION NO. AND TITLE</th>
<th>CURRENT SALARY/INCLUDING ALLOWANCES</th>
<th>PROPOSED SALARY</th>
<th>NEW SALARY</th>
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<td>22,590</td>
</tr>
<tr>
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<td>Dalley</td>
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<td>C.O. 1/2</td>
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<td>ST HELIERS</td>
<td>Braithwaite D</td>
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<td>Martin J</td>
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<td>Walton S</td>
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<td>EDUCATION OFFICE LONG BAY</td>
<td>McIntyre A</td>
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<td>GAOL</td>
<td>NAME OF PERSON</td>
<td>OLD POSITION AND TITLE</td>
<td>CURRENT SALARY/INCLUDING ALLOWANCES</td>
<td>PROPOSED SALARY</td>
<td>NEW SALARY</td>
</tr>
<tr>
<td>-------------------------------------------</td>
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<td>------------------------</td>
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<tr>
<td>ASSISTANTS TO SUPERINTENDENTS LONG BAY:</td>
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<tr>
<td>REMAND CENTRE</td>
<td>Goldrick P</td>
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<tr>
<td>RECEPTION PRISON</td>
<td>Fairbrother A</td>
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<tr>
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<td>King R</td>
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<td>TRAINING CENTRE</td>
<td>Shaw T</td>
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<td>REGIONAL DIRECTORS ASSISTANT</td>
<td>Zucchetto R</td>
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<td>INTERNAL INVESTIGATION UNIT</td>
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<td>Cahill R</td>
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CONVERSION OF BASE GRADE CLERICAL POSITIONS
(UP TO AND INCLUDING GRADE 1/2 CLERKS)
IN GAOLS TO CLERICAL OFFICER
COST TO DEPARTMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Present Cost</th>
<th>Converted to Clerical Officer</th>
<th>Cost of Conversion to Department</th>
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<td>Clerical Assistant 2 x 1</td>
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<td>714</td>
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<td>Clerk General Scale x 10</td>
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<td>Typist General Scale x 17</td>
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<tr>
<td>Machine Operator x 6</td>
<td>121,656</td>
<td>123,316</td>
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</table>

| Total Cost of Current Gaol Positions | 1,583,202 |
| Total Cost of Gaol Clerical Officers | 1,608,449 |

TOTAL COST OF CONVERSION
76 GAOL POSITIONS

$25,247
This draft Statement of Duties is to replace existing
Statements of Duties for the following positions:

Records Clerk Grade 1/2    Goulburn Training Centre  07/232

Title:                Clerical Officer Grade 3/4
Departmental Title:    Clerical Officer (Records)
Formerly:             Clerk Grade 1/2
Department:            Corrective Services
Division of Department: Goulburn Training Centre
Responsible to:       Administrative Officer
Responsible for:      Maintenance and verification of
computerised and manual records in
respect of inmates received into
custody in accordance with the Prison
Act, Sentencing Act and associated
legislation. Co-ordinate and
maintain keyboard services for
executive staff. Interpretation of
sentencing and detention legislation.

1. Examine prisoner warrants in respect of inmates committed
to prison.

2. Enter relevant warrant details into the Offender Records
System. Verify the accuracy of all sentencing data and
outstanding charges.

3. Prepare lists of inmates for discharge, court appearance
and escort; check accurate and that appropriate
authorities for such action are held. Interpret
legislation associated with the sentencing and detention
of inmates.

4. Ensure that all recommendations and/or remarks of the
court are dealt with or referred to appropriate Officers
for attention.

5. Submit monthly returns (eg Immigration, Parole, Deportee
etc) and the quarterly Prothonotary return.

6. Maintain security of all warrants.

7. Prepare papers relating to appeals, bails, affidavits
etc.

........./2
8. Co-ordinate preparation of all administrative correspondence, including minutes and reports.

9. Assist in the preparation of replies for the Superintendent in respect of complaints made by inmates to the Ombudsman and the Director-General.

10. Oversight preparation of outgoing mail for dispatch.

11. Answer telephone and inmates enquiries.

12. Liaise with the courts, Departmental Legal Officers and other authorities in respect of any sentencing anomalies and initiate related correspondence.

13. Oversight distribution of all correspondence received by General Office.

14. Oversight operation of switchboard and ensure it is permanently manned between 8.30 am and 4.30 pm weekdays.

15. Assist in staff training as required.

16. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing
Statement of Duties for the following position:

Machine Operator  Goulburn  07/158
      Silverwater  28/082

Title:              Clerical Officer Grade 1/2
Departmental Title: Clerical Officer
Formerly:          Machine Operator General Scale
Department:         Corrective Services
Division of Department: See above
Responsible to:     Administrative Officer
Responsible for:    Ensuring correct and balanced records
                    of inmates' ledgers. Assist with
                    word processing as required.

1. Obtain Reception and discharge list for previous day and
   open and close accounts depending on movement lists
   control.

2. Receive from Accounts Clerk all source documents, both
   credit and debit, prepared for posting.

3. Post all entries to accounts ensuring correct balancing
   prior to clearing to control accounts.

4. Prepare monthly listing of individual inmates accounts
   for examination and audit requirements.

5. Provide Buy-up Officer with information and assistance in
   relation to issue of weekly buy-ups and activities buy-ups.

6. Maintain up-to-date accounts and ensure funds are not
   retained on behalf of discharged or transferred inmates.

7. Assist with Data Entry on Sub Drawing Account as
   required.

8. Assist Senior Accounts clerk where required.

9. Answer telephone and personal enquiries relating to all
   prisoner accounts transactions/discrepancies.

10. Process backup copies of data on daily, weekly and
    monthly basis.
11. Provide computer operation training to accounts and relief staff.

12. Act as Accounts Clerk when required, eg sick, recreation leave, flexi days, in absence from office.

13. Assist with word processing as required.

14. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing
Statement of Duties for the following position:

Accounts Clerk  Goulburn Training Centre  07/233
           Silverwater  28/080

Title:  Clerical Officer Grade 1/2
Departmental Title:  Clerical Officer (Accounts)
Formerly:  Clerk General Scale
Department:  Corrective Services
Division of Department:  See above
Responsible to:  Administrative Officer
Responsible for:  Day to day maintenance and monthly
reconciliation of Public Moneys
Account in accordance with the
Treasurer's Directions and Public
Finance & Audit Act. Oversight all
accounting functions relating to
transactions involving prisoners
private cash, including monthly
reconciliation of Public Moneys
Account.

1. Enter receipts to cash book and balance with daily
   banking.

2. Prepare as required, all cheques for Buy-ups, activities
   and special deductions (eg Money Out). Assist in
   preparation of drawing account cheques.

3. Collect and bank money from public telephones.

4. Prepare remitting account advices.

5. Pay Petty Cash from floating advance as required,
   ensuring correct authorisation is obtained prior to
   payment.

6. Prepare daily money and calculate gratuity for inmates to
   be discharged.

7. Compile and collate expenditure listings and bonus
   earnings in preparation for machining (Public Moneys
   Account).

8. Bank monies when required.

......../2
9. Supervise Assistant Accounts Officer and Machine Operator in absence of Senior Accounts Clerk.

10. Assist Senior Accounts Clerk as required.

11. Receipt all miscellaneous moneys for bails, fines, remitting account and industries remitting account.

12. Assist in the operation of the switchboard as required.


16. Answer enquiries about prisoner accounts.

17. Other duties, consistent with the above, as required.
DRAFT ONLY

This Statement of Duties is the existing Statement of Duties for the following positions:

Clerical Officer Grade 1/2, Group D
Position No. 36/209
Goulburn 490/132

Cessnock

Title: Clerical Officer 1/2

Departmental Title: Clerical Officer Grade 1/2 Group D

Department: Corrective Services

Division of Department: See above

Responsible to: Administrative Officer

Responsible for: Provision of keyboard services, the operation of institutional switchboard and other clerical duties.

1. Maintain appropriate records of switchboard operation, telephone service, listings, reports faults, etc and carry out the duties of switchboard operator.

2. Assist with the distribution of all incoming and outgoing mail.

3. Maintain details of all visits to inmates on the Departmental computer.

4. Answer all counter enquiries by inmates, staff and members of the general public.

5. Provide keyboard service to Senior Staff, as approved by the Administrative Officer.

6. Assist the Accounts Clerical Officer (Cash) with daily banking.

7. Operate a fax service for the institution.

8. Assist Accounts Clerical Officer (Cash) with entering all cheques into Public Moneys Cash Book.

9. Assist the Accounts Clerical Officer (Transactions) with the checking of the Prisoners Activity Purchases and assist with enquiries from inmates and staff in regards to Public Moneys transactions.

10. Other duties, consistent with the above, as required.

(36209.SOD)
This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Cessnock 36/193
Goulburn 490/023

Title: Clerical Officer Grade 1/2
Departmental Title: Clerical Officer (Records)
Formerly: Clerical Assistant General Scale
Department: Corrective Services
Division of Department: See above
Responsible to: Officer-in-Charge, Records
Responsible for: Various duties associated with maintaining inmate records at Cessnock Corrective Centre.

1. Assist Officer-in-Charge Records, in the checking of all inmate warrants on reception.

2. Ensure that all warrants are correctly recorded in Offender Records computer system.

3. Enter all events onto the ORS system, ie receptions, discharges, transfers, habeas etc.

4. Enter and record all warrants received from Court or Police.

5. Ensure that lists of inmates due for discharge, court appearance and escort are accurate and prepared within the specified time limits and that appropriate authorities for such action are held. Notify police/transport units of all such movements and undertake all appropriate discharge action.

6. Ensure adequate control measures are maintained in respect of the security of all warrants and records.

7. Ensure the maintenance of weekly state statistics for the institution, check gains and losses sheets and check and certify data entry on prime computer system.

8. Answer telephone and inmate enquiries.

9. File all inmates' correspondence.

.........../2
10. Assist Records Clerk to ensure that all relevant details in respect of detention papers are entered into diaries and the offender records computer. Check to ensure accuracy of sentencing data.

11. Provide computer training to records related staff.

12. Assist Clerical Officer (Transportations) in the correct entry of transactions onto the Prisoners Private Cash system, ie reception, purchases, escorts, disbursement, bonus earnings, journals, miscellaneous etc and to balance the Public Moneys Cash Book on a weekly basis.

13. Assist in the operation of the switchboard and in the receipt and distribution of incoming mail in the general office.

14. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Records Clerk Grade 1/2  Cessnock  36/184

Title:  Clerical Officer Grade 3/4
Departmental Title:  Clerical Officer Records
Formerly:  Clerk Grade 1/2
Department:  Corrective Services
Division of Department:  Cessnock Corrective Centre
Responsible to:  Administrative Officer
Responsible for:  The total operation of the Records Section and in respect of inmates received into custody, the application of the Prisons Act and regulations and the Sentencing Act 1989, as they relate to records management.

1. Assess validity of warrants and other detention authorities relating to inmates.
2. Interpret legislation associated with the sentencing and detention of inmates.
3. Liaise with various organisations concerning the movement, court appearances, deportation, sentencing details of inmates, Social Security and F.A.C.S. matters.
4. Ensure all recommendations and/or remarks of the Court are dealt with or referred to appropriate officers for attention.
6. Maintain Offenders Record System and inmate files.
7. Organise transport and removal of prisoners for Court appearances and other appointments.
8. Compile warrant files and all associated data.
10. Submit required reports, including immigration, parole, deportation, Offenders Review Board and quarterly Prothonotary return.

....../2
11. Prepare daily list of inmates due for discharge and for Court appearance.


13. Assist in General Office as required including operation of switchboard and accounts work.


16. Verify computer data entered by Clerical Assistant.

17. Assist Senior Accounts Clerk in budget expenditure and control.

18. Train and supervise Clerical Assistant in Records Unit.

19. Assist Classification Clerk in arranging for new receptions to be interviewed by Reception PRC and ensuring Section 27 Orders resulting from PRC recommendations are effected.

20. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Clerical Assistant General Scale Cessnock 36/183
Clerical Assistant General Scale Goulburn 49/973

Title: Clerical Officer Grade 1/2
Departmental Title: Clerical Officer (Assistant Accounts Clerk)
Formerly: Clerk General Scale
Department: Corrective Services
Division of Department: See above
Responsible to: Senior Accounts Clerk
Responsible for: The safe custody and recording of all institutional cash and other duties as detailed below.

1. Prepare all banking as per Treasury regulations.
2. Enter receipts into cash book and balance with daily banking.
3. Maintain safe custody of all Advance Accounts and Public Monies held in cash.
4. Collect and bank money from public telephones.
5. Prepare remitting account advices.
6. Pay petty cash from floating advance as required.
7. Prepare daily, rail warrants and fares for inmates attending Technical College etc.
8. Compile and collate expenditure listings and bonus earnings in preparation for machining.
9. Proceed to bank daily and deposit money.
10. Ensure that all papers and accounting records for the discharge of inmates are prepared on a daily basis.
11. Assist with data entry on all computer systems as required.
12. Other duties, consistent with the above, as required.

(36183AC.CES)
DRAFT ONLY

This Statement of Duties is to replace the existing Statement of Duties for the following position:

Clerical Officer Grade 1/2, Group D
Position No. 36/207

Title: Clerical Officer
Departmental Title: Clerical Officer Grade 1/2
Department: Corrective Services
Division of Department: Cessnock Corrective Centre
Responsible to: Administrative Officer
Responsible for: Provision of clerical support, keyboard, secretarial services and clerical assistance generally.

1. Provide a secretarial service to the Administrative Officer, prepare routine correspondence and maintain the institutional filing system.

2. Responsible for printing and document reproduction.

3. Ensure that all outgoing reports and submissions are prepared prior to dispatch.

4. Sort and distribute all incoming mail. Prepare outgoing mail.

5. Provide relief on switchboard and maintain appropriate records supportive to switchboard operation.

6. Provide relief in other Clerical Officer positions within the institution when required.

7. Assist Clerical Officer to the Superintendent in providing secretarial, receptionist and administrative support to the Superintendent.

8. Assist Classification Clerk in acting as secretary to PRC Committee.

9. Assist Classification Clerk in the preparation of Review of Classification forms for completion by the committee.

10. Assist Classification Clerk in ensuring that all reports by members of the committee are completed fully and circulated as required.

11. Other duties, consistent with the above, as required.

(36207.SOD)
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Typist  Norma Parker Centre  39/027

Title:  Clerical Officer 1/2
Departmental Title:  Clerical Officer Grade 1/2
Formerly:  Typist
Department:  Corrective Services
Division of Department:  Norma Parker Centre
Responsible to:  Administrative Officer
Responsible for:  Provision of clerical, administrative and secretarial services to the Superintendent and the General Administrative Office.

1. Provide secretarial and administrative service to the Superintendent.

2. Provide a keyboard service in the preparation of letters, reports submissions and general correspondence to the Superintendent and professional staff.

3. Assist Administrative Officer as required, including operation of switchboard, Offender Records System and Accounts.

4. Operate office machinery, including computer, printer, fax machine and photocopier.

5. Other duties, consistent with the above as required.
This Statement of Duties is to replace the existing Statement of Duties for the following position:

Clerical Officer Grade 1/2, Group D
Position No. 36/208

Title: Clerical Officer 1/2
Departmental Title: Clerical Officer Grade 1/2 Group D
Department: Corrective Services
Division of Department: Cessnock Corrective Centre
Responsibly to: Senior Accounts Clerk
Responsibly for: Correct entry of transactions in both the Public Moneys Account and Gaol Accounting Package and other clerical duties as detailed below.

1. Responsible for the correct entry of transactions in the Inmates Private Cash System, i.e. receipts, purchases, escorts, disbursements, bonus earnings, journals, miscellaneous etc.

2. Balance batches with posted material.

3. Balance the Public Moneys Cash Book on a weekly basis.

4. Prepare cheques that are drawn on the Public Moneys Account.

5. Prepare reports relevant to the correct functioning of the buy-up system.

6. Check inmates activity purchases.

7. Attend to all enquiries from inmates and staff in regard to Public Money transactions.

8. Ensure that all accounts records are filed.

9. Maintain all general stationery and computer consumables.

10. Check and enter all orders raised by the Store, in the Gaol Accounting Package.

11. Assist Clerical Officer to the Administrative Officer in provision of a secretarial service, routine correspondence and maintaining the institutional filing system.

....../2
12. Assist with switchboard operation.

13. Pay petty cash claims and provide advances, where necessary, for purchases.

15. Provide computer operating training to accounts related staff.

16. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Accounts Clerk  Bathurst Gaol                06/209
Accounts Clerk  St Heliers Training Centre  19/031
Accounts Clerk  Cooma Gaol                 14/050
Accounts Clerk  Maitland Gaol              08/096

Title:              Clerical Officer Grade 1/2
Departmental Title:  Clerical Officer (Accounts)
Formerly:           Clerk General Scale
Department:         Corrective Services
Division of Department:  See above
Responsible to:     Administrative Officer
Responsible for:    Processing a variety of accounts related matters.

1. Maintain financial commitment records.
2. Process back-up copies of data on a daily basis.
3. Prepare recoups of expenditure.
4. Print cash sheet and transaction reports.
5. Update list of suppliers codes and details.
6. Conduct bank reconciliations.
7. Record Treasury transfers.
8. Print Chart of Accounts listings after each recoup.
13. Assist in the operation of the switchboard and in the maintenance of appropriate switchboard records.
15. Assist Senior Accounts Clerk and relieve machine operator when required.
16. Other duties, consistent with the above, as required.

(06209AC.SOD)
This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Clerk Grade 1  Long Bay (Regional Director)  30/056

Title:  Clerical Officer Grade 1/2

Departmental Title:  Administrative Assistant to Regional Director

Formerly:  Clerk Grade 1

Department:  Corrective Services

Division of Department:  Long Bay Complex

Responsible to:  Regional Director (Central)

Responsible for:  The provision of clerical, administrative and secretarial services to the Regional Director, Prison Operations (C), and staff.

1. Provide secretarial and administrative support to the Regional Director, Superintendent and Deputy Superintendent.

2. Provide keyboard assistance in the preparation of correspondence, confidential reports, submissions and other matters as directed.

3. Act as minute secretary on Departmental Committees and meetings.

4. Co-ordinate monthly conferences on behalf of Regional Director, Prison Operations (C), take minutes of such meetings and attend to follow up correspondence.

5. Receive all official visitors for Prison Operations (C).

6. Check all protection and segregation orders and computer input and modify computer input, liaising with Wing Officers and Superintendents as required.

7. Maintain Long Bay Complex authorised motor vehicle register.

8. Provide monthly returns to Accommodation Officer, Building Services of Staff Quarters and residences attached to Long Bay and maintain register.

9. Maintain appropriate registers.

....../2
11. Organise and chair regular Long Bay Secretaries Meetings.
12. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing
Statements of Duties for the following positions:

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<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Code</th>
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<tbody>
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<td>Typist</td>
<td>Cessnock Corrective Centre</td>
<td>36/197</td>
</tr>
<tr>
<td>Typist</td>
<td>Silverwater Works Release Centre</td>
<td>77/040</td>
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<tr>
<td>Typist</td>
<td>Long Bay Complex</td>
<td>77/026</td>
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</table>

Title:               Clerical Officer Grade 1/2
Departmental Title:  Clerical Officer
Formerly:           Typist General Scale
Department:          Corrective Services
Division of Department: Psychological Services
Responsible to:      Senior Psychologist
Responsible for:     Provision of keyboard and clerical
                      service to the Senior Psychologist.
                      Maintenance of a high degree of confidentiality.

1. Organise and provide keyboard service for psychologists
   within the Region, including confidential reports,
   minutes of meetings, file notes, prisoner lists,
   submissions, letters and memos.

2. Provision of keyboard services to other officers if
   approved by the Psychologist.

3. Establish and maintain current files for prisoners in
   gaols recording prisoner movements.

4. Answer telephone enquiries for various officers and
   redirect when necessary.

5. Act as receptionist for psychologists, custodial and non-
   custodial officers, inmates and others.

6. Operate office machinery: computer, printer, fax and
   photocopier.

7. Maintain records system and register of psychological
   test materials.

8. Photocopy and distribute information to psychologists
   within Region.

9. Receive and dispatch all government courier and postal
   mail.

....../2
10. Order stores for office.

11. Forward dead files and/or request files to Long Bay Psychology Unit.

12. Liaise with Post Officer and regional Forensic Psychiatrist re appointments.

13. Perform such other typing/clerical/receptionist duties as requested by Senior Psychologist.

14. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

- St Heliers Training Centre 19/032
- Parklea Prison 15/179
- Maitland Gaol 08/098
- Goulburn Training Centre 07/159
- Grafton Gaol 09/101
- Bathurst Gaol 06/152
- Cooma Gaol 14/046
- Cooma Gaol 14/062
- Mulawa Training & Detention Centre 04/099
- Emu Plains Training Centre 17/040
- Silverwater Prison Complex 28/083
- Silverwater Prison Complex 28/133

**Title:** Clerical Officer Grade 1/2

**Departmental Title:** Clerical Officer

**Formerly:** Typist, General Scale

**Department:** Corrective Services

**Division of Department:** See above

**Responsible to:** Administrative Officer

**Responsible for:** The performance of such clerical and keyboard duties as are necessary for the efficient daily functioning of the General Office.

1. Provide keyboard support to the Superintendent, Administrative Officer and other Senior Officers as required.

2. Assist in the operation of the switchboard, answer general enquiries and maintain appropriate records supportive to switchboard operation.

3. Receive and/or dispatch all government courier and postal mail. Sort and distribute incoming mail.

4. Assist with data retrieval for staff members and in the maintenance of filing systems for inmates files, circulars and memos etc, indexing as required.

5. Answer counter enquiries from staff, inmates and general public.

6. Operate office machinery, including computer, printer, photocopier and fax machine. Maintain appropriate records.

7. Assist with basic accounts, gaol records and machine operation duties as required.

8. Other duties, consistent with the above, as required.

(19032.SOD)
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

<table>
<thead>
<tr>
<th>Clerical Assistant Stores</th>
<th>Bathurst Gaol</th>
<th>06/180</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical Assistant Stores</td>
<td>Grafton Gaol</td>
<td>09/105</td>
</tr>
<tr>
<td>Clerical Assistant Stores</td>
<td>Parklea Prison</td>
<td>15/220</td>
</tr>
<tr>
<td>Clerical Assistant Stores</td>
<td>Maitland Gaol</td>
<td>08/113</td>
</tr>
<tr>
<td>Clerical Assistant Stores</td>
<td>Emu Plains T.C.</td>
<td>17/047</td>
</tr>
<tr>
<td>Clerical Assistant Stores</td>
<td>Goulburn T.C.</td>
<td>07/191</td>
</tr>
<tr>
<td>Clerical Assistant Stores</td>
<td>Glen Innes A.C.</td>
<td>11/042</td>
</tr>
<tr>
<td>Clerical Assistant Stores</td>
<td>Cessnock C.C.</td>
<td>36/168</td>
</tr>
<tr>
<td>Clerical Assistant Stores</td>
<td>Silverwater</td>
<td>28/013</td>
</tr>
<tr>
<td>Machine Operator Stores</td>
<td>Cessnock C.C.</td>
<td>36/128</td>
</tr>
</tbody>
</table>

Title: Clerical Officer Grade 1/2

Departmental Title: Clerical Officer (Store)

Formerly: Clerical Assistant General Scale

Department: Corrective Services

Division of Department: See above

Responsible to: Store Manager

Responsible for: Efficient and effective operation of the clerical duties within the Store and assisting with the day-to-day stores function.

1. Maintain accurate store records systems, and correctly prepare documents relating to ordering, warehousing, distribution and Departmental accounting procedures.

2. Provide keyboard services in relation to the preparation of orders, invoices, requisitions and correspondence.

3. Attend to enquiries and correspondence related to store matters. Maintain such other orders and process documentation as may be required.

4. Assist with the periodic stock, plant and inventory checks and the compilation of the required schedules.

5. Assist with the review of stock management records, ordering procedures and documentation.

6. Operate office machinery, including fax, computer, word processor, photocopier and microfiche.

7. Update inventory sheets, including receipt disposal and transfer of plant equipment.

\.../2
8. Maintain cost centre information and commitments created by orders and assist Store Manager in monitoring the budget.

9. Check accuracy of requisitions, prepare invoices and process orders.

10. Assist in maintaining store security.

11. Relieve, as required, in all areas of store and general office.

12. Assist in issue of rations and receipt and dispatch of goods.

13. Other duties, consistent with the above, as required.
This Statement of Duties is the existing Statement of Duties for the following position:

Clerical Assistant General Scale 28/127
Silverwater Prison Complex

Title: Clerical Officer Grade 1/2
Departmental Title: Clerical Officer
(Assistant to A.S.I.)
Formerly: Clerical Assistant General Scale
Department: Corrective Services
Division of Department: Silverwater Prison Complex
Responsible to: Administrative Officer
Responsible for: Provision of clerical and keyboard assistance to the Assistant Superintendent of Industries Office.


2. List and type Reception Sheet ready for 8.00 am Reception Meeting.

3. Enter prisoner's earnings in Bonus Books (domestic prisoners only).

4. Maintain daily records and statistics.

5. Prepare requisitions involving reference to Microfiche; record and reorder after approval from ASI.

6. General filing and maintenance of files.

7. Provide keyboard service in the preparation of records and correspondence.

8. Record, and bring to the attention of ASI daily, maintenance requests received.


10. Liaise with areas serviced by the ASI - Stores, Maintenance, Administration, Executive of the whole Prison Complex (Silverwater Prison Complex and the Mulawa Training & Detention Centre for Women).

11. Other duties, consistent with the above, as required.

(28127SW.SOD)
This Statement of Duties is the existing Statement of Duties for the following position:

Accounts Clerk Grade 1
Emu Plains Training Centre

Title: Clerical Officer Grade 3
Departmental Title: Clerical Officer Grade 3 Accounts
Formerly: Clerk Grade 1
Department: Corrective Services
Division of Department: Emu Plains Training Centre
Responsible to: Administrative Officer
Responsible for: Reconciliation and management of all financial and accounting operations in accordance with the Treasurer's Directions and the Public Finance and Audit Act.

1. Collect, receipt and bank all monies daily, including prisoners private cash, bails, fines and other miscellaneous collections.

2. Undertake all accounting functions associated with the local payment of accounts.

3. Examine claims for payment verifying performance of service, computations and costings, rates of charge, discounts and correctness of appropriation.

4. Examine claims for officers' allowances, verifying the application of Public Service Board regulations, rates, extensions, additions and correctness of appropriation. Process payments for part-time teachers.

5. Regulate the application of credit notes and respond to enquiries concerning the non-payment and over/under payment of all accounts paid locally.

6. Analyse and respond to supplier statements of account as a control to monitor payment performance.

7. Assist in the preparation of estimates, budget papers and the provision of financial data and advice to cost centre managers.

8. Co-ordinate all accounting functions relating to the reception, transfer and discharge of prisoners.
9. Control the issue and dispatch of all cheques, the Advance Account and Petty Cash Advance.

10. Control the operation of the Remitting Account and the preparation and dispatch of monthly advices.

11. Check calculations in respect of the release of inmates by way of:

   (a) pro-rata fines
   (b) bail
   (c) recognizances

12. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing
Statement of Duties for the following position:

<table>
<thead>
<tr>
<th>Records Clerk Grade 1/2</th>
<th>Bathurst Gaol</th>
<th>06/208</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Clerk Grade 1/2</td>
<td>Mulawa T &amp; D Centre</td>
<td>04/126</td>
</tr>
<tr>
<td>Records Clerk Grade 1/2</td>
<td>Parklea Prison</td>
<td>15/249</td>
</tr>
<tr>
<td>Records Clerk Grade 1/2</td>
<td>Maitland Gaol</td>
<td>08/136</td>
</tr>
<tr>
<td>Records Clerk Grade 1/2</td>
<td>Grafton Gaol</td>
<td>09/099</td>
</tr>
<tr>
<td>Records Clerk Grade 1/2</td>
<td>Silverwater (Works</td>
<td>28/130</td>
</tr>
<tr>
<td></td>
<td>Release Centre)</td>
<td></td>
</tr>
</tbody>
</table>

Title: Clerical Officer Grade 3/4

Departmental Title: Clerical Officer (Records)

Formerly: Clerk Grade 1/2

Department: Corrective Services

Division of Department: See above

Responsible to: Administrative Officer

Responsible for: Maintenance and/or verification of computerised and manual records in respect of inmates and the interpretation of sentencing and detention legislation.

1. Assess validity of warrants and other detention authorities relating to inmates.

2. Interpret legislation associated with the sentencing and detention of inmates.

3. Liaise with various organisations concerning the movement, court appearances, deportation, sentencing details of inmates, Social Security and F.A.C.S. matters.

4. Ensure all recommendations and/or remarks of the Court are dealt with or referred to its appropriate officers for attention.


6. Maintain Offenders Record System and inmate files.

7. Organise transport and removal of prisoners for court appearances and other appointments.

8. Compile warrant files and all associated data.

10. Submit required reports, including immigration, parole and deportation, Offenders Review Board and quarterly Prothonotary return.

11. Prepare daily list of inmates due for discharge and for Court appearance.


13. Assist in General Office as required, including operation of switchboard and accounts work.

14. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

- Glen Innes Afforestation Camp 11/043
- Mannus Afforestation Camp 12/037
- Kirkconnel Afforestation Camp 90/C150
- Oberon Afforestation Camp 13/024

Title: Clerical Officer Grade 1/2
Departmental Title: Clerical Officer
Formerly: Clerical Assistant Class 2/3
Department: Corrective Services
Division of Department: Prison Camp
Responsible to: Administrative Officer
Responsible for: Provision of clerical and keyboard services in the General Office.

1. Process and reconcile all inmates' private cash transactions.
2. Process and reconcile inmates' buy-ups and miscellaneous transactions.
3. Monitor and process bonus earnings sheets.
5. Operate switchboard, answer general enquiries and maintain appropriate records.
6. Prepare correspondence and various reports and returns. Provision of keyboard services.
7. Process outgoing mail.
8. Prepare part-time teacher salary claim forms.
9. Check correctness of orders.
10. Arrange supply of stores and stationery for office.
11. Minor maintenance and repair of office equipment.
12. Assist in the maintenance of the computerised and manual Offender Record System.
13. Assist in the administrative discharge of inmates.
14. Undertake general filing and maintenance of records.
15. Relieve Administrative Officer as required.
16. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Clerical Assistant Class 2, Education Office, Long Bay    78/090
Typist General Scale, Education Office, Long Bay    78/071

Title:       Clerical Officer Grade 1/2
Departmental Title:  Clerical Officer, Education Office, Long Bay
Formerly:    See above
Department:  Corrective Services
Division of Department:  Programmes Division
Responsible to:  Assistant Director (Programmes)
Responsible for:  Maintaining an effective record keeping system and the provision of keyboard and clerical support for Programmes Division Education Staff at Long Bay.

1. Collect, sort and distribute incoming mail. Re-address educational mail to transferred inmates.
2. Operate office machinery, including computer printer and photocopier.
3. Assist staff in the ordering and requisitioning of stores.
4. Assist in maintaining a record of education expenditure for each institution at Long Bay.
5. Distribute circulars, memoranda etc, from Head Office.
6. File copies of all letters, vouchers and documents.
7. Access information from the Prime system and provide hard copy reports for education staff.
8. Provide a keyboard service for education staff.
9. Answer telephones and take messages for staff.
10. Other duties, consistent with the above, as required.

(78090ED.LB)
This draft Statement of Duties is to replace existing Statement of Duties for the following positions:

Typist

Prison Hospital, Long Bay

32/131

Title: Clerical Officer Grade 1/2

Departmental Title: Clerical Officer (Superintendent's Assistant)

Formerly: Typist

Department: Corrective Services

Division of Department: Prison Hospital, Long Bay

Responsible to: Administrative Officer

Responsible for: Provision of clerical, administrative and secretarial services to the Superintendent and the General Administrative Officer.

1. Provide full secretarial and administrative service to the Superintendent.

2. Answer a wide range of enquiries on behalf of the Superintendent.

3. Provide a keyboard service in the preparation of letters, reports, submissions and general correspondence.

4. Prepare agendas. Take, prepare and distribute minutes of meetings.

5. Provide receptionist service to Superintendent including arranging and attending meetings as required by the Superintendent.

6. Process and organise administrative matters on behalf of Superintendent.

7. Co-ordinate visits by Visiting Justice, dignitaries, approved visitors and special interest groups approved by the Superintendent and maintaining appropriate records.

8. Sort and distribute incoming and outgoing mail for Superintendent.

9. Operate Offender Record System and assist in recording prisoner placement.
10. Assist the Administrative Officer in the collection and issue of stores.

11. Assist the Administrative Officer in the distribution of various items in the Hospital Wards and preparation of associated records.

12. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Location</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Goulburn Training Centre</td>
<td>07/234</td>
</tr>
<tr>
<td>1</td>
<td>Cessnock Corrective Centre</td>
<td>36/187</td>
</tr>
<tr>
<td>1</td>
<td>John Morony Correctional Centre</td>
<td>23/004</td>
</tr>
</tbody>
</table>

Title: Clerical Officer Grade 3
Departmental Title: Clerical Officer Grade 3
(Superintendent’s Assistant)
Formerly: Clerk Grade I
Department: Corrective Services
Division of Department: Administrative and Clerical
Responsible to: Administrative Officer
Responsible for: Provision of clerical, administrative and secretarial services to the Superintendent and in the General Office as required.

1. Provide full secretarial and administrative service to the Superintendent.
2. Answer a wide range of enquiries on behalf of the Superintendent.
3. Prepare correspondence including letters, reports and submissions for Superintendent, Deputy and Executive staff.
4. Prepare agendas. Take, prepare and distribute minutes of meetings.
5. Provide receptionist service to Superintendent, including arranging and attending meetings as required by the Superintendent.
6. Process and organise administrative matters on behalf of the Superintendent.
7. Co-ordinate visits by Visiting Justice, dignitaries, approved visitors and special interest groups approved by the Superintendent and maintain appropriate records.
8. Sort and distribute incoming and outgoing mail for the Superintendent. Distribute information and notices.
9. Enter information, eg on misconducts and Visiting Justice decisions in register and on computer. Provide information where necessary. Maintain office files and warrants.


11. Operate office machinery, including fax, photocopier, computer and printer.

12. Assist in General Office as required, including operation of the switchboard.

13. Assist, if required, Classification Clerk in acting as secretary and in the preparation for P.R.C. and Classification meeting.


15. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Clerk Grade 1  I.I.U., Long Bay Complex  51/027

Title: Clerical Officer Grade 3
Departmental Title: Clerical Officer
Internal Investigation Unit

Formerly: Clerk Grade 1

Department: Corrective Services
Division of Department: Internal Investigation Unit
Long Bay Complex

Responsible to: Superintendent, Internal Investigation Unit

Responsible for: The provision of clerical, administrative and secretarial services to the Superintendent.

1. Provide full secretarial and administrative service to the Superintendent and other senior Internal Investigation Unit staff.

2. Prepare correspondence, including letters, reports and submissions for the Superintendent and other staff.

3. Prepare agendas. Take, prepare and distribute minutes of meetings.

4. Provide receptionist service, including arranging and attending meetings as required.

5. Process and organise administrative matters on behalf of the Superintendent.

6. Collect, process and distribute all government courier and postal mail.

7. Maintain up to date records for the Internal Investigation Unit.

8. Operate office machinery, including computer, printer, fax and photocopier.

9. Check Unit motor vehicle running sheets prior to certification.

10. Examine and process payment of claims for supply of goods and services.
11. Organise order preparation and purchasing procedures for stationery and stores for the Unit. Ensure that adequate stores are maintained.

12. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing Statement of Duties for the following position:

Clerk Grade 1  Custodial Services Long Bay  73/048

Title:  Clerical Officer Grade 3

Departmental Title:  Clerical Officer (Special Operations Unit)

Formerly:  Clerk Grade I

Department:  Corrective Services

Division of Department:  Long Bay Complex

Responsible to:  Assistant Director, Special Operations Unit and Superintendent S.R.U.

Responsible for:  The provision of clerical, administrative and secretarial services to the Assistant Director, Special Operations and Superintendent S.R.U.

1. Provide full secretarial and administrative service to the Assistant Director, Special Operations and the Superintendent S.R.U.

2. Answer a range of enquiries on behalf of Assistant Director and Superintendent.

3. Prepare correspondence, including letters, reports and submissions for Assistant Director and Superintendent.

4. Prepare agendas. Take, prepare and distribute minutes of meetings.

5. Provide receptionist service, including arranging and attending meetings as required.

6. Process and organise administrative matters on behalf of the Assistant Director and Superintendent.

7. Co-ordinate visits by dignitaries' approved visitors and special interest groups approved by the Assistant Director and maintain appropriate records.

8. Collect and distribute mail, information and notices.

9. Operate office machinery, including computer, printer, fax and photocopier.

10. Other duties, consistent with the above, as required.

(73048CSL.BAY)
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Clerk Grade I, Remand Centre       61/215
Clerk Grade I, Assessment Prison    63/178
Clerk Grade I, Training Centre, Long Bay 62/120

Title:         Clerical Officer Grade 3
Departmental Title: Clerical Officer (Superintendent's Assistant)
Formerly:      Clerk Grade I
Department:     Corrective Services
Division of Department: Long Bay Complex
Responsible to: Superintendent
Responsible for: Provision of clerical, administrative and secretarial services to the Superintendent.

1. Provide full secretarial and administrative service to the Superintendent.
2. Answer a wide range of enquiries on behalf of the Superintendent.
3. Prepare correspondence, including letters, reports and submissions for Superintendent, Deputy and Executive staff.
4. Prepare agendas. Take, prepare and distribute minutes of meetings.
5. Provide receptionist service to Superintendent, including arranging and attending meetings as required by the Superintendent.
6. Process and organise administrative matters on behalf of the Superintendent.
7. Co-ordinate visits by Visiting Justice, dignitaries, approved visitors and special interest groups approved by the Superintendent and maintain appropriate records.
8. Sort and distribute incoming and outgoing mail for the Superintendent. Distribute information and notices.
9. Enter information, eg on misconducts and Visiting Justice decisions, in register and on computer. Provide information where necessary. Maintain office files and warrants.


11. Operate office machinery, including fax, photocopier, computer and printer.

12. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

- Clerical Assistant Stores Bathurst Gaol 06/180
- Clerical Assistant Stores Grafton Gaol 09/105
- Clerical Assistant Stores Parklea Prison 15/220
- Clerical Assistant Stores Maitland Gaol 08/113
- Clerical Assistant Stores Emu Plains T.C. 17/047
- Clerical Assistant Stores Goulburn T.C. 07/191
- Clerical Assistant Stores Glen Innes A.C. 11/042
- Clerical Assistant Stores Cessnock C.C. 36/168
- Machine Operator Stores Cessnock C.C. 36/128

Title: Clerical Officer Grade 1/2
Departmental Title: Clerical Officer (Store)
Formerly: Clerical Assistant General Scale
Department: Corrective Services
Division of Department: See above
Responsible to: Store Manager
Responsible for: Efficient and effective operation of the clerical duties within the Store and assisting with the day-to-day stores function.

1. Maintain accurate store records systems, and correctly prepare documents relating to ordering, warehousing, distribution and Departmental accounting procedures.
2. Provide keyboard services in relation to the preparation of orders, invoices, requisitions and correspondence.
3. Attend to enquiries and correspondence related to store matters. Maintain such other orders and process documentation as may be required.
4. Assist with the periodic stock, plant and inventory checks and the compilation of the required schedules.
5. Assist with the review of stock management records, ordering procedures and documentation.
6. Operate office machinery, including fax, computer, word processor, photocopier and microfiche.
7. Update inventory sheets, including receipt disposal and transfer of plant equipment.
8. Maintain cost centre information and commitments created by orders and assist Store Manager in monitoring the budget.

9. Check accuracy of requisitions, prepare invoices and process orders.

10. Assist in maintaining store security.

11. Relieve, as required, in all areas of store and general office.

12. Assist in issue of rations and receipt and dispatch of goods.

13. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

Clerk Grade I, Reception Prison
Long Bay Complex 60/232

Title: Clerical Officer Grade 3

Departmental Title: Clerical Officer (Superintendent's Assistant)

Formerly: Clerk Grade I

Department: Corrective Services

Division of Department: Reception Prison

Responsible to: Superintendent

Responsible for: Provision of clerical, administrative and secretarial services to the Superintendent.

1. Provide full secretarial and administrative service to the Superintendent.

2. Answer a wide range of enquiries on behalf of the Superintendent.

3. Prepare correspondence, including letters, reports and submissions for Superintendent, Deputy and Executive staff.

4. Prepare agendas. Take, prepare and distribute minutes of meetings.

5. Provide receptionist service to Superintendent, including arranging and attending meetings as required by the Superintendent.

6. Process and organise administrative matters on behalf of the Superintendent.

7. Co-ordinate visits by Visiting Justice, dignitaries, approved visitors and special interest groups approved by the Superintendent and maintain appropriate records.

8. Distribute information and notices.


10. Operate office machinery, including fax, photocopier, computer and printer.

11. Other duties, consistent with the above, as required.

(60232LB.REC)
This draft Statement of Duties is to replace existing
Statement of Duties for the following position:

**Typist**  Special Purpose Prison, Long Bay  59/081

**Title:**  Clerical Officer Grade 1/2

**Departmental Title:**  Clerical Officer (Superintendent's Assistant)

**Formerly:**  Typist

**Department:**  Corrective Services

**Division of Department:**  Special Purpose Prison, Long Bay

**Responsible to:**  Superintendent

**Responsible for:**  Provision of clerical, administrative
and secretarial services to the Superintendent.

1. Provide full secretarial and administrative service to the Superintendent.

2. Answer a wide range of enquiries on behalf of the Superintendent.

3. Prepare correspondence, including letters, reports and submissions for Superintendent, Deputy and Executive staff.

4. Prepare agendas. Take, prepare and distribute minutes of meetings.

5. Provide receptionist service to Superintendent, including arranging and attending meetings as required by the Superintendent.

6. Process and organise administrative matters on behalf of the Superintendent.

7. Co-ordinate visits by Visiting Justice, dignitaries, approved visitors and special interest groups approved by the Superintendent and maintain appropriate records.

8. Sort and distribute incoming and outgoing mail for the Superintendent. Distribute information and notices.

9. Enter information, eg on misconducts and Visiting Justice decisions, in register and on computer. Provide information where necessary. Maintain office files and warrants.

10. Operate office machinery, including fax, photocopier, computer and printer.

11. Other duties, consistent with the above, as required.
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Location</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk Grade 1</td>
<td>Bathurst Gaol</td>
<td>06/210</td>
</tr>
<tr>
<td>Clerk Grade 1</td>
<td>Maitland Gaol</td>
<td>08/137</td>
</tr>
<tr>
<td>Clerk Grade 1</td>
<td>Parklea Prison</td>
<td>15/273</td>
</tr>
</tbody>
</table>

Title: Clerical Officer Grade 3

Departmental Title: Clerical Officer (Superintendent's Assistant)

Formerly: Clerk Grade I

Department: Corrective Services

Division of Department: See above

Responsible to: Administrative Officer

Responsible for: Provision of clerical, administrative and secretarial services to the Superintendent and in the General Office as required.

1. Provide full secretarial and administrative service to the Superintendent.

2. Answer a wide range of enquiries on behalf of the Superintendent.

3. Provision of keyboard services in the preparation of letter, reports, submissions and general correspondence.

4. Prepare agendas. Take, prepare and distribute minutes of meetings.

5. Provide receptionist service to Superintendent, including arranging and attending meetings as required by the Superintendent.

6. Process and organise administrative matters on behalf of Superintendent.

7. Co-ordinate visits by Visiting Justice, dignitaries, approved visitors and special interest groups approved by the Superintendent and maintain appropriate records.

8. Sort and distribute incoming and outgoing mail for Superintendent.

9. Assist in General Office as required including, operations of switchboard, Offender Records System and Accounts.

10. Other duties, consistent with the above, as required.
DRAFT ONLY

This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

<table>
<thead>
<tr>
<th>Machine Operator</th>
<th>Mulawa Training &amp; Detention Centre</th>
<th>04/221</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Operator</td>
<td>Parklea Prison</td>
<td>15/178</td>
</tr>
<tr>
<td>Machine Operator</td>
<td>Grafton Gaol</td>
<td>09/100</td>
</tr>
<tr>
<td>Machine Operator</td>
<td>Bathurst Gaol</td>
<td>06/150</td>
</tr>
</tbody>
</table>

Title: Clerical Officer

Departmental Title: Clerical Officer Grade 1/2

Formerly: Machine Operator General Scale

Department: Corrective Services

Division of Department: See above

Responsible to: Administrative Officer

Responsible for: Ensuring correct and balanced records of inmates' ledgers and provision of assistance to Senior Accounts Clerk.

1. Create private cash accounts.
2. Record or change all wing locations and status details from inmate movement sheets.
3. Enter data and delete files relative to payment of inmates on discharge.
4. Enter data recording inmate purchases, payments to inmates and receipts written on behalf of inmates.
5. Undertake necessary financial reconciliations and banking if necessary.
6. Answer telephone and written enquiries relating to prisoner accounts.
7. Prepare escort advices regarding transferred prisoners.
8. Assist the Senior Accounts Clerk in the examination of claims for payment and processing of vouchers.
9. Assist in the preparation of estimates, budget papers and the provision of financial data and advice to cost centre managers.
11. Forward advices to other institutions to recover debit balances existing on transfer of inmates.

12. Remit remaining credit balances to transferred or discharged prisoners.

13. Process petty cash claims and arrange advances, where necessary, for purchases.

14. Act as Accounts Clerk when required.

15. Assist in the operation of the switchboard and maintain appropriate records supportive to switchboard operation.

16. Provide computer operation training to accounts related staff.

17. Other duties, consistent with the above, as required.
Statement of Duties.

Title under award or Agreement: Typist
Code No.: 39/027

Departmental Title: Typist Part Time 7 hrs.p.w
Grade or General Class of Position Scale:

Department: Department of Corrective Services.
Branch or Team: Norma Parker Centre
Division of Department: Administrative & Clerical

Responsible to: Administrative Officer.

Responsible for:

1. Institutional typing and miscellaneous clerical duties.
2. Provide a typing service to the Superintendent, Administrative Section, and professional staff.
3. Assist the Administrative Officer in a wide range of Clerical duties.
4. Perform other duties as required.

The above is a brief statement of the duties of the position as at 22nd December, 1988

Branch Chief: ____________________________ Permanent Head: ____________________________

Date: ____________________________ Date: ____________________________

As occupant of this position, I have noted this Statement of duties.

Name: ____________________________
Signature: ____________________________
Date: ____________________________
This draft Statement of Duties is to replace existing Statements of Duties for the following positions:

- St Heliers Training Centre 19/032
- Parklea Prison 15/179
- Maitland Gaol 08/098
- Goulburn Training Centre 07/159
- Grafton Gaol 09/101
- Bathurst Gaol 06/152
- Cooma Gaol 14/046
- Cooma Gaol 14/062
- Mulawa Training & Detention Centre 04/099
- Emu Plains Training Centre 36/040

Title: Clerical Officer Grade 1/2
Departmental Title: Clerical Officer
Formerly: Typist, General Scale
Department: Corrective Services
Division of Department: See above
Responsible to: Administrative Officer
Responsible for: The performance of such clerical and keyboard duties as are necessary for the efficient daily functioning of the General Office.

1. Provide keyboard support to the Superintendent, Administrative Officer and other Senior Officers as required.

2. Assist in the operation of the switchboard, answer general enquiries and maintain appropriate records supportive to switchboard operation.

3. Receive and/or dispatch all government courier and postal mail. Sort and distribute incoming mail.

4. Assist with data retrieval for staff members and in the maintenance of filing systems for inmates files, circulars and memos etc, indexing as required.

5. Answer counter enquiries from staff, inmates and general public.

6. Operate office machinery, including computer, printer, photocopier and fax machine. Maintain appropriate records.

7. Assist with basic accounts, gaol records and machine operation duties as required.

8. Other duties, consistent with the above, as required.

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