



COURTS ADMINISTRATION AUTHORITY

ASO2 Court Officer – Registry Pool – Application Form

Applicant Details:

Full Name	
Contact Number	
Address	
Email Address	

Preferred Location:

CENTRAL <i>Please number 1 – 4</i>	<input type="checkbox"/>	Adelaide CBD	<input type="checkbox"/>	Elizabeth
	<input type="checkbox"/>	Christies Beach	<input type="checkbox"/>	Port Adelaide
REGIONAL <i>Please number 1 – 8</i>	<input type="checkbox"/>	Berri	<input type="checkbox"/>	Murray Bridge
	<input type="checkbox"/>	Mount Gambier	<input type="checkbox"/>	Port Lincoln
	<input type="checkbox"/>	Port Augusta	<input type="checkbox"/>	Whyalla
	<input type="checkbox"/>	Port Pirie		
Preferred Status	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part Time <input type="checkbox"/> Casual			

Successful applicants will be required to satisfactorily complete a Child-Related Background Screening and National Criminal History Check prior to employment. Please indicate if you have a valid clearance in the last three years:

- National Criminal History Check Child Related Criminal History Screening

Selection Criteria:

Please ensure you complete all the below questions highlighting your relevant skills and experience (for further information please refer to the CAA Applicant's Kit)

1. Experience in providing a high level of service, information and advice by telephone or in person

2. Demonstrated ability to work effectively with members of a team and those outside formal line of authority (colleagues, court users, other agencies)

3. Demonstrated ability to manage competing priorities, use initiative, organise and accurately complete work within set timeframes in a demanding and diverse environment

4. Experience in data entry within a pressured environment.

Provide details of three recent references:

Referee 1. Full Name	
Position & Organisation	
Contact Number	
Email	

Referee 2. Full Name	
Position & Organisation	
Contact Number	
Email	

Referee 3. Full Name	
Position & Organisation	
Contact Number	
Email	