



APPOINTMENT OF ADMINISTRATIVE TIPSTAFF TO THE CHIEF JUSTICE OF NEW SOUTH WALES

Applications are invited for the position of Administrative Assistant to the Chief Justice of the Supreme Court of New South Wales, the Honourable T F Bathurst AC.

Position description

The appointment will commence on Thursday, 24 January 2019. The salary in the 2018-2019 financial year is \$58,440 per annum. This is a full-time position.

The primary role of the Administrative Tipstaff is assisting the Associate to the Chief Justice with administrative tasks in chambers. It also involves assisting with the maintenance of the Supreme Court social media sites.

Applicants should note that this is a non-legal position and requires full-time hours. It will ideally suit a law student who studies remotely or can attend classes outside of work hours.

An Induction Session will take place over two days and will cover in court-technology, Justicelink training, Fire Warden training and Library training/Registry tour, amongst other things.

Applications

Applications should contain a covering letter and full curriculum vitae including two referees relevant to the position.

Applications for the position will close on Thursday, 6 December 2018. Interviews will take place the week of 10 December 2018.

Applications should be sent to:

Ms Victoria Bradshaw
Associate to the Chief Justice
Supreme Court of New South Wales
GPO Box 3
SYDNEY NSW 2001

or emailed to:

victoria.bradshaw@courts.nsw.gov.au