AUSTRALIAN NATIONAL PARKS AND WILDLIFE SERVICE
NORTHERN TERRITORY
Note: Inquiries re duty statements, Canberra (062) 46 6108.
Northern Operations Branch
**Clerical Administrative, Class 7 $26330-27806, Park Operations Section, Kakadu National Park.**
Duties: No. 146—Administrative Officer. Co-ordinate, control and action where necessary all administrative functions for Kakadu National Park. In conjunction with senior park staff develop annual estimates of expenditure and prepare monthly financial reports for the Park Superintendent.
Qualifications: Experience in financial, personnel and purchasing administration desirable.
Note: This advertisement is in lieu of that which appeared in the Gazette of 18.4.85. Applicants responding to that advertisement will be considered and need not re-apply—Apply: W7

**Clerical Administrative, Class 7 $26330-27806, Kakadu National Park, Special Pool Sub-section (several positions)**
Duties: Prepare policy advice, review research proposals, develop and implement programs in the field of cultural resource management. Develop and coordinate programs of research and monitoring in the area of archaeological site conservation. Liaise with traditional Aboriginal owners of cultural sites in Kakadu National Park.
Qualifications: Tertiary qualifications in archaeology desirable. Extensive experience in the field of cultural resource management. Experience in site survey and research and monitoring projects of a multi-disciplinary nature. Experience in working with Aboriginal people—Apply: W7

Attorney-General

ATTORNEY-GENERAL'S DEPARTMENT
CENTRAL OFFICE
Note: Inquiries re duty statements, Canberra (062) 71 9384.

Management Division, Management Improvement Branch
Clerical Administrative, Class 6 $23973-25491, Systems and Consultancy Section, Canberra
Duties: No. 418—Undertake either individually or as a review team member, systems and consultancy assignments, particularly those based on word processing, data processing or microcomputer systems. Participate in feasibility studies, liaising with user areas and ADP Branch.
Note: Contact officer for inquiries, M. Cookson (062) 71 9091—Apply: C1

Secretarial and Information Branch
Clerical Administrative, Class 10 $23963-35255, Ministerial and Parliamentary Liaison Section, Canberra
Duties: No. 3906—Control and direct the work of the Section. Prepare replies to more important ministerial correspondence, oversight preparation of possible parliamentary questions, process submissions to the Minister.
Note: Contact officer for inquiries, J. Burden (062) 71 9595—Apply: C1

Office of Consumer Affairs, Consumer Policy Branch
Clerical Administrative, Class 8 $20908-30239, General Policy Section, Canberra
Duties: No. 1919—Underwrite research and project work associated with the development and implementation of Commonwealth Government policies in the consumer protection area. Prepare reports on policy matters. Prepare draft ministerial correspondence and submissions as required. Evaluate and report on changes required to the national consumer statistics systems and liaise with State agencies as required. Analyse national statistical data relating to consumer complaints and problems and report trends and emerging problems. Develop and maintain a research and information capacity on local and overseas developments, consumer needs, problems, and trends in the consumer protection field.
Qualifications: Experience or partial completion of appropriate tertiary studies desirable.
Note: Contact officer for inquiries, J. Lewis (062) 46 7583—Apply: C1

Litigation Division, Pool Branch
Principal Legal Officer $38501-41063, Canberra
Duties: No. 3129—Provide Central Office input into important litigation being handled by regional offices, provide legal advice to Commonwealth departments and authorities, deal with Freedom of Information requests.
Qualifications: Admission as a practitioner, however described, of the High Court or the Supreme Court of a State or of a Territory of Australia.
Note: Contact officer for inquiries, B. Leader (062) 71 9214—Apply: C1

Revenue Branch
**Steno-secretary, Grade 1 $15277-16058, Canberra**
Duties: No. 3126—Provide personal stenographic and typing service for the Deputy Assistant Secretary.
Qualifications: Ability to write shorthand at a corrected speed of 100 words per minute.
Note: Contact officer for inquiries, K. Pavlic (062) 71 9553—Apply: C1

AUSTRALIAN CAPITAL TERRITORY

Note: Inquiries re duty statements, Canberra (062) 71 9384.

Commonwealth Reporting Service
Clerical Assistant, Grade 4 $15461-16113, Chief Reporter Section, Canberra
Duties: No. 1424—Prepare, balance and issue debt invoices to customers who have ordered transcript from State Sections of the Branch. Process all account queries from customers (telephone and written) and advise the Administrative Officer, Commonwealth Reporting Service, regarding cancellation or confirmation of accounts.
Qualifications: Typing ability is desirable.
Note: Contact officer for inquiries, F. Shephey (062) 57 1977—Apply: C1

Lower Courts Branch
Clerical Assistant, Grade 4 $15461-16113, Law Courts Building Section, Court Services Sub-section, Canberra
Duties: No. 907—As directed provide the following services to the Court: Operate sound recording equipment, assist magistrate in Court, maintain order in Court room and perform duties of Court Clerk; attend to inquiries from the public as to the activities of the Court.
Note: Contact officer for inquiries, G. Gillett (062) 67 2714—Apply: C1

Clerical Administrative, Class 2/3 $16417-18502, Family/Children's Court Building Section, Canberra
Duties: No. 881—As Counter Officer receive and make preliminary examination of documents lodged, assess and collect fees, issue receipts.
Note: Contact officer for inquiries, G. McDonald (062) 67 2761—Apply: C1

Supreme Court Branch
**Clerical Assistant, Grade 4 $15461-16113, Supreme Court Section, Canberra**
Duties: No. 1919—As Supreme Court Officers execute writs lodged with the Sheriff, assist Sheriff in conducting auction sales of goods taken in execution, and serve writs and other processes. Serve foreign processes—ensure service effected in accordance with the rules of the foreign court.
Note: Contact officer for inquiries, J. Stanford (062) 67 2761—Apply: C1

Vacancies—Public Service 2725

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