

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Duty Statement

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Classification : Parliamentary Service Level 3

Office : Serjeant-at-Arms' Office

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Security Assessment : Not assessed

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## Duties

Under the supervision of one of the Serjeants undertake any of the following duties:

- provide administrative support to the Serjeant-at-Arms' Office;
- undertake question time and committee room bookings;
- maintain Members' information;
- issue stamp authorities to Members;
- respond to general inquiries and incoming telephone calls;
- assist in administering school bookings;
- assist in issuing keys to suites;
- assist in the Transport Office;
- process maintenance requests;
- maintain office files;
- maintain various databases.

NOTE: The Parliamentary Service employee assigned these duties may be required to work extended hours during sitting weeks and rotate to other areas of the Department.

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Duty representing highest function : EQUAL

Immediate supervisor: ASSISTANT SERJEANT-AT-ARMS, EXECUTIVE BAND 1

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Approved:

Serjeant-at-Arms

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Selection Criteria

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### PARLIAMENTARY SERVICE LEVEL 3

#### SERJEANT-AT-ARMS' OFFICE

1. Demonstrated administrative and organisational skills including the ability to prioritise work to meet deadlines.
2. Proven ability to manage computer based booking systems accurately and to participate in the implementation of new systems and procedures.
3. Demonstrated qualities of tact and discretion and the ability to communicate and liaise effectively.
4. Proven ability to work within a team environment, with minimal supervision.
5. Demonstrated understanding of the role and operations of the Department of the House of Representatives or the capacity to develop an understanding of its roles and operations within a short period of time.

Approved:

Serjeant-at-Arms