

Casual Employee, APS 1

Position Details

Job Reference Number		Title	Casual Employee
Classification	APS 1	Division/ Branch	Various
Status	Casual	Section	Various
Salary Range	\$22.4496 per hour plus 20% loading		Location Various
Date Applications Open	11 September 2017	Date Applications Close	11 October 2017

Agency Purpose



The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.

The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality, agility** and **professionalism**.

Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

Work Environment

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

Job Summary

A casual employee is a non-ongoing member of a small team, usually located in a Divisional Office or State/Territory Office, whose primary role is to provide administrative support to the

office during peak workload periods.

Our Ideal Candidate

The successful candidates will have broad administrative ability, with data entry and computer skills. They will have a demonstrated commitment to team work and the ability to follow established procedures under direction.

Duties

Under general direction and as a member of a small team, the duties of a Casual Employee may include assisting with:

1. The provision of general office support and administration including counter and telephone enquiries, preparation of correspondence, using automated systems, maintaining office accounts, stores and supplies and filing.
2. Diverse electoral activities including processing enrolment forms, assistance with ICE ballots, attendance at citizenship ceremonies.
3. Assistance with various activities to support federal electoral events.
4. Contribute to the delivery, within the Division and across the State, of high quality, impartial election services to a range of clients.

Politically Sensitive Position

Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.

How to apply

Email your 300 word response and candidate coversheet which can be found on <http://www.aec.gov.au/employment/> to: **casualemployment@aec.gov.au**