

## Job Details

Adjudication & Compliance Officer

## Job Summary

<b>Agency Name</b>	TREASURY, THE
<b>Branch/Division</b>	Office of State Revenue
<b>Agency Preamble</b>	OSR collects revenue and administers revenue laws. We employ staff who demonstrate our values of responsiveness, integrity, teamwork and achievement.
<b>Job Classification</b>	Clerk Grade 3/4
<b>Location</b>	Hunter/Newcastle/Central Coast, Maitland
<b>Employment Status</b>	Permanent Part-Time
<b>Vacancy Ref</b>	Vacancy Number 06/052
<b>Closing Date</b>	Friday, 7 July 2006

Total remuneration package to: \$57,848.00 (\$47,877.00-\$52,423.00) includes leave loading and employers contribution to superannuation.

Provide a quality, timely and effective adjudication and verification on camera and compliance related offences to ensure the maximum possible collection of fines

## Selection Criteria

- ▶ Demonstrated ability to work individually and part of a team in a high volume, processing environment
- ▶ Strong analytical, flexible problem solving and decision making skills in order to respond to complex issues in a changing environment
- ▶ Demonstrated problem solving and analytical skills to ensure decisions meet client needs
- ▶ Knowledge of and ability to interpret the Fines Act 1996 and other relevant legislation, policies and procedures
- ▶ Ability to promote and implement the OSR values
- ▶ Knowledge and understanding of Equal Employment Opportunity (EEO)
- ▶ Knowledge and understanding of Ethical Practice
- ▶ Knowledge and understanding of Ethnic Affairs Priorities Statement (EAPS)
- ▶ Knowledge and understanding of Occupational Health and Safety (OHS)

## Notes

An eligibility list may be created for any future vacancies that may arise. These may be either temporary or permanent part-time positions. Day and Night Shift positions are available. Please note your preference on your application

## Inquiries

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## Information Package

- ▶ [application form.pdf](#) (192,462 bytes)
- ▶ [Application Kit 14\\_2\\_05.doc](#) (640,000 bytes)

- ▶ [Code Factsheet.pdf](#) (77,540 bytes)
- ▶ [Privacy\\_final\\_Aug04S.pdf](#) (128,232 bytes)
- ▶ [OSR's Values.doc](#) (582,144 bytes)
- ▶ [Privacy\\_final\\_Aug04S.pdf](#) (128,232 bytes)
- ▶ [Promoting OSRs Values\\_050506.pdf](#) (93,235 bytes)
- ▶ [vision2009.pdf](#) (1,149,470 bytes)
- ▶ [Adjudications and Compliance Officer Final.doc](#) (86,528 bytes)
- ▶ For more information about OSR, please visit our website <http://www.osr.nsw.gov.au/pls/portal/url/page/osrhome/careers>

## Applications to

Employee Relations, GPO Box 4042 SYDNEY NSW 2001 or apply online at [www.jobs.nsw.gov.au](http://www.jobs.nsw.gov.au)

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