



Australian Government
Australian Taxation Office

Service delivery officer (Indigenous affirmative measure)

- **Are you good at data entry and can meet reasonable speed and accuracy standards?**
- **Are you an enthusiastic team player looking for flexible casual work?**
- **Keen to work for a client focused organisation?**

This is your opportunity to be part of an energetic team.

Some, but not all, of these vacancies are only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

(The Indigenous affirmative measure is enabled under section 26 of the Australian Public Service Commissioner's Directions 2016 and section 8(1) of the Racial Discrimination Act 1975)

As a service delivery casual, you'll maintain the quality and integrity of our records by accurately recording client details and interactions. You will be responsible for managing the input and data entry of client correspondence, including the sorting, scanning and opening of mail.

You will work under clear direction and be accountable for undertaking routine and basic procedural, clerical, operational and administrative tasks and activities. Your work will be governed by clearly defined and established procedures and policies.

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Applications close: 22 April 2019

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**