



Administration Assistant – Tamworth Youth Justice Community Office, Youth Justice

- **Temporary, Part-time (31.5 hours per week) up to 12 months with potential for extension**
- **Location: Tamworth**
- **Clerk Grade 1/2 Salary (\$73,522 to \$79,931 pro rata), plus employer's contribution to superannuation and annual leave loading**

This is a targeted recruitment.

While all applicants are welcome, preference will be given to candidates who meet the established standards of the role and are of Aboriginal and/or Torres Strait islander descent. This is because the Department acknowledges this lived experience contributes a perspective valuable to our work with this community.

Your role

Provide administrative and reception services to internal and external clients to support the delivery of quality services for Tamworth Youth Justice Community Office. As an integral part of a team the role is responsible for managing administrative systems and procedures to deliver a high level of administrative and coordination support.

Got a question?

For more information about the role or what it's like to work for DCJ, please contact Kim Storer on 0439 708 747 or via Kim.Storer@dcj.nsw.gov.au

If you've got a question about applying or would benefit from an adjustment in the recruitment process to help you perform at your best (including an alternate method submission of the application), please call Lisa Smith on 0456 199 105 via Lisa.Smith3@dcj.nsw.gov.au

Applications close 13 July 2025 at 11:59 pm AEST

To apply please visit jobs.dcj.nsw.gov.au and search **75702**