



Administration Officers, Youth Justice

- 1 x Ongoing, Full-time (Custodial Support Team – St Marys)
- 1 x Ongoing, Full-time (Court Logistics, Classification & Security – Parramatta)
- Location: Parramatta & St Marys
- Clerk Grade 3/4 Salary (\$82,193 to \$90,001 pa), 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

Administration Officer – Custodial Support Team

You'll work as part of a hybrid team to provide administrative support across a diverse range of projects which impact on custodial operations across Youth Justice centres.

Administration Officer – Court Logistics, Classification & Security

You'll work as part of a team based at Cobham Youth Justice Centre to provide administrative support for the specialist team responsible for the logistical and security and intelligence functions of Youth Justice.

Got a question?

For more information about the role or what it's like to work for DCJ, please contact Di Polley on (02) 9833 6532 or via diane.polley@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 Sunday 20 July 2025 at 11:59 pm AEST

To apply please visit jobs.dcj.nsw.gov.au and search **75984**