



## Administration Assistant Kempsey Youth Justice Community Office, Youth Justice

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- Temporary, Full-time up to 12 months
- Location: Kempsey
- Clerk Grade 1/2, Salary (\$66,298 to \$72,077 pa), plus employer's contribution to superannuation and annual leave loading

### About the role

Provide administrative and reception services to internal and external clients to support the delivery of quality services for the unit. 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.

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**Closing Date: 11 September 2022  
at 11:59pm AEST**

**Contact:** Angela Scott, Area Manager on [angela.scott@justice.nsw.gov.au](mailto:angela.scott@justice.nsw.gov.au) or 0475 808 680

**To apply,** visit [jobs.dcj.nsw.gov.au](https://jobs.dcj.nsw.gov.au) and quote job reference number: **51455**