



## EXTERNAL VACANCY ADMINISTRATIVE SUPPORT OFFICER / POUND SUPPORT REGULATORY SERVICES

Level 2

Queensland Local Government Industry (Stream A) Award – State 2017  
Salary \$68,108.00 - \$72,516.00 per annum  
(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for an **Administrative Support Officer** to join our Regulatory Services team. This position is located within Council's Local Laws services and provides administrative support to the Local Laws function. The Administrative Support Officer also undertakes a supporting role to the Pound requirements.

### The successful applicant will have:

- Certificate III Business Administration or equivalent experience;
- Current QLD Driver's Licence or ability to acquire a licence prior to commencing in the role is essential;
- Demonstrated experience in a Local Laws environment;
- Experience in an equivalent position preferably in a similar sized organisation operating a diverse range of businesses;
- Stocktaking and inventory management, including raising requisition orders/ procurement
- Banking, money handling including eftpos;
- Accurate and timely data entry;
- Experience in a case management system;
- High level of confidentiality and discretion;
- High level of time management skills;
- Self-motivated with problem solving and decision making abilities;
- High level of attention to detail is essential;
- High level of written and reporting skills;
- High level of interpersonal communications skills with a high level of customer service;
- High level of computing skills and extensive knowledge of Microsoft Suite;
- Knowledge, of or the ability to acquire, knowledge of Council's Local Laws and relevant legislation; and
- An understanding of the relevant Council policies, procedures, and information systems would be advantageous.

**You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.**

### The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); minimum 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

### Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

**Applications Close 5:00pm Friday, 27 January 2023.**

Dale Dickson  
Interim Chief Executive Officer

PO Box 815 MOUNT ISA QLD 482  
Website: [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

**Applicants must be eligible to live and work within Australia**



## Mount Isa City Council

23 West Street, Mount Isa QLD 4825  
PO BOX 815, Mount Isa QLD 4825

p. 07 4747 3200 f. 07 4747 3209  
e. [city@mountisa.qld.gov.au](mailto:city@mountisa.qld.gov.au)  
w. [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)