

MAKING CAREER CHOICES

FACT SHEETS TO HELP YOU CHOOSE
THE RIGHT CAREER AND STUDY PATH



Justice

Customs Officer, Security Officer, Law Clerk, Paralegal, Legal Executive, Court Officer

Industry Description

Practitioners in this industry will be required to undertake protective, legal or court related duties in a range of settings including airports, courts of law and banks. This could include detecting and reporting fraud, providing armed services, record keeping, interviewing, preparing documentation, examining contracts and providing assistance to the public and clients.

Below are some of the particularly demanding requirements. Reasonable Adjustment may apply for individuals with specific support needs in industry training. The learner should have the ability to:

- sit or stand for long periods of time
- read and understand complex text (reading comprehension)
- prepare and fill out written documents such as reports, statements and legal forms
- listen to others and give full attention, taking time to understand and ask questions as appropriate (active listening)
- communicate with a range of people
- work in a certain order or sequence (information ordering)
- organise and perform multi-step tasks
- think logically and clearly in stressful situations
- understand and act on a set of rules or laws
- respect client and workplace confidentiality
- complete tasks in a timely, accurate and thorough manner
- handle and control objects such as telephones, audiovisual equipment and computers (manual dexterity).

Below are some of the important personal abilities that are required. The learner should have:

- the ability to pass a police check
- the ability to work in a culturally diverse environment

tafeqld.edu.au | **1300 30 8233**



- accuracy and precision
- an aptitude for clerical duties
- the ability to handle difficult situations
- tolerance of shift work
- the ability to exercise a high level of responsibility and maturity.

Workplace Health and Safety

All practitioners must understand their workplace health and safety obligations and safety requirements under the:

- *Work Health and Safety Act 2011* which imposes obligations on people at workplaces to ensure workplace health and safety.
- *Work Health and Safety Regulation 2011* that describes what must be done to prevent or control certain hazards which cause injury, illness or death.
- *Codes of Practice*, which are designed to give practical advice about ways to manage exposure to risks common to industry.

All practitioners must be able to participate in Risk Assessments, Incident Reports and Hazard Identification.

Legislative or licensing issues

All practitioners must meet the qualification requirements set by industry standards.

Resources and further information

For more information on duties, tasks and career and labour market information relating to Justice, please refer to <http://joboutlook.gov.au>.

Industry information/professional associations

Australian Border Force: www.border.gov.au

Logistics Information and Navigation Centre: www.the-linc.com.au

Australian Security Industry Association Limited: www.asial.com.au

Security Providers Association of Australia Limited: www.spaal.com.au

Institute of Legal Executives: www.liv.asn.au/legalexecutives

Queensland Law Society Inc: www.qls.com.au

Department of Justice and Attorney-General: www.justice.qld.gov.au/corporate

For career resources to help explore and plan careers, visit www.myfuture.edu.au.

This is intended to be used as a tool for career research, in conjunction with other resources. For specific course information, please refer to the TAFE Queensland website www.tafeqld.edu.au or ring 1300 308 233.



tafeqld.edu.au | 1300 30 8233