

SELECTION CRITERIA

PRODUCT SUPPORT OFFICER
INVESTIGATION SERVICES SECTION
INVESTIGATION DIVISION

Selection Criteria	Weighting of selection criteria in relation to each other
The position requires experience providing administration, compliance and record keeping services in a specialist technical environment within a legal, compliance or law enforcement environment.	30%
The position holder must have a good knowledge of compliance and security standards for law enforcement access to restricted records and protected information, evidence and administrative management of evidence items.	25%
The position holder must have experience in using office applications, technical systems and transcription.	25%
The position holder must have well-developed organisational abilities, be able to prioritise work and communicate effectively with people of diverse background, occupation and seniority both internal and external to the Commission.	20%