Administrative Officer

Administrative officers and general administrative support officers are an integral part of the NSW Police Force as they contribute to the effectiveness and safety of the wider NSW community.

Administrative and general administrative support officers have a vital role in supporting both the NSW Police Force and the local community. They are sometimes the first people community members will speak to when they contact police. These officers are employed in the majority of Local Area Commands and Specialist Units across NSW.

Alleira

Alleira is a Dunghutti Woman from the community of Kempsey and works in the State Crime Command as an Administrative Support Officer. Alleira is responsible for processing and assessing security license applications received by the Security Licensing and Enforcement Directive.

“Working in the NSW Police Force is a great opportunity to start a career - there are so many different paths and directions you can take.”

“The most enjoyable aspect of my work is knowing I am here to build and strengthen the relationships between both Aboriginal and non-Aboriginal people. I would encourage anyone to do the same.”
What duties would I do?

As an administrative officer you can undertake a range of diverse duties and perform any of the following tasks:

- Provide clerical support, including the preparation of minor correspondence.
- Perform word and data entry processing.
- Maintain corporate records management systems (TRIM).
- Receive, sort and distribute mail.
- Utilise information systems that support the work of a command or business unit.
- Provide customer service to external and internal customers.

What are the hours like?

Administrative officers work on a flexible roster, usually Monday to Friday during normal business hours, but may be required to work shift work. Administrative officers receive four weeks paid annual leave each year.

How do I become an Administrative Officer?

All vacant administrative officer positions are advertised on the ‘I Work for NSW’ website (http://iworkfor.nsw.gov.au) and the Koori Mail newspaper.