

NSW INDEPENDENT COMMISSION AGAINST CORRUPTION

SELECTION CRITERIA

SUPPORT OFFICER/RECEPTIONIST EXECUTIVE SUPPORT UNIT

SELECTION CRITERIA	WEIGHTING % (Must add up to 100%)
Demonstrated administrative and clerical experience with proficiency in Microsoft Office Word, Excel and an ability to quickly acquire the skills to maintain databases and systems utilised by the Commission.	30%
Demonstrated experience in a front line client service environment.	20%
Ability to use a computerised switchboard within a short timeframe.	20%
Well-developed communication, presentation and organisational skills.	15%
Ability to work well in a team, communicate effectively with people of diverse background, occupation, and seniority, both internal and external to the Commission.	15%