

## Position Description – Justice of the Peace

### *Position Title:*

Justice of the Peace

### *Position Type:*

Volunteer

### *Role and Purpose:*

Justice of the Peace (JP) volunteers play an important role in the Justice system and provide a valuable and accessible service to members of the community.

JP volunteers should be active members of the community with a willingness and passion for assisting others and be reasonably available to perform the duties of a JP.

JP volunteers are appointed by the Governor of Tasmania in accordance with section 5 of the [Justices of the Peace Act 2018](#). Some people are appointed as a JP by virtue of their office, for example Magistrates.

JPs have the power to witness a range of legal documents. The primary duties of a JP are:

- attesting to the execution of a document
- witnessing a statutory declaration
- witnessing an affidavit for use in court
- certifying true copies of an original document
- certifying a person's identity

The duties of a JP are imposed by the [Justices of the Peace Act 2018](#) and other Acts.

### *Key Accountabilities:*

There is an expectation that all JP volunteers will respect, observe and adhere to the highest levels of personal, social and community standards of integrity and professionalism to ensure that all Tasmanians are provided with an independent, fair and impartial service.

They have a responsibility to provide a free and timely service that is accessible to all members of the community, making themselves reasonably available to act as an independent witness to documents that are used for official or legal purposes.

JPs are bound by the Code of Conduct contained in the [Justices of the Peace \(Code of Conduct\) Regulations 2019](#).

## *Key Requirements:*

### **Knowledge and Skills:**

- Interpersonal skills – builds strong relationships and develops an understanding of others.
- Communication skills – explains concepts in an accessible manner, building rapport and communicating in a clear and effective way.
- Knowledge – understands the roles and responsibilities of a JP as outlined in the [Justices of the Peace Act 2018](#), the [Justices of the Peace \(Code of Conduct\) Regulations 2019](#) and other legislation. The JP must use this knowledge to provide their services with a high level of competence.
- Act in confidence – respects the confidentiality of a person to whom the service is being provided.

### **Personal Qualities:**

- Initiative and Accountability – takes responsibility for actions and proactively addresses issues.
- Self-confidence – demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others.
- Service focus – builds and sustains effective relationships with customers in order to build a common understanding and address their needs.
- Decisiveness – uses available information and exercises good judgement to make sound, timely and well-informed decisions.
- Commitment - demonstrates commitment to the role and responsibilities.
- Empathy and cultural awareness - appreciates a range of different cultures and actively seeks to understand and effectively address the issues and views of others.

## *Criteria:*

To be eligible for appointment as a JP, applicants must:

- Be located in an area which does not already have a sufficient number of JPs appointed.
- Consent to confidential enquiries being made to determine suitability for appointment (this may include an interview by Tasmania Police).
- Be an Australian citizen.
- Have attained the age of 18 years but not attained the age of 75 years.
- Understand the role and duties of a justice.

- Have sufficient proficiency in the English language to carry out the duties of a justice.
- Ordinarily reside in Tasmania.
- Not be insolvent.
- Be likely to be reasonably available to exercise the powers of a justice for the purpose of meeting the needs of the community in the area in which he or she resides or works and to be reasonably active in doing so.
- Be willing to complete the JP Introductory Training Course delivered by a JP Association in Tasmania.
- Be willing to undertake and complete any future training or professional development prescribed by regulations or required by the Secretary of the Department of Justice.
- Not be a person engaged in any occupational or employment which could cause a conflict between their business or other interests and their duties and responsibilities as a JP.
- Be a fit and proper person to hold the office of Justice of the Peace. Relevant to the assessment of this criteria, a person must not have been convicted or found guilty of –
  - an offence punishable by a term of imprisonment of 6 months or more; or
  - an offence that, if committed in Tasmania, would constitute an offence punishable by a term of imprisonment of 6 months or more; or
  - an offence involving dishonesty.