



ACN 602 771 068

Position Description

Title: Legal Secretary

Level: FULL-TIME CONTRACT POSITION

Service Team: Law Access

1. Position Objectives

Assist the Principal Lawyer and her team with administrative tasks to ensure the efficient operation of the legal service.

2. Key Requirements of the Position

Experience and Qualifications

Skills

- Ability to provide administrative support to a small team of part-time employees, secondees and volunteer staff in a busy service.
- Computer literacy in the Microsoft Office suite
- Ability to use electronic practice management systems
- Strong verbal and written communication skills
- Ability to work without supervision and with general direction where necessary
- Organised and systematic approach to office and work duties including the ability to meet deadlines.
- An understanding of access to justice issues faced by the clients of Law Access.

Experience and Qualifications

- Experience providing administrative support in a legal practice or community legal centre.
- Experience in electronic practice management systems

3. Key Responsibilities

The successful candidate will provide administrative support to the Principal Lawyer and her team including:

- Answering telephone and email enquiries from applicants and stakeholders.
- Triaging the Law Access general inbox
- Entering new contacts on the electronic practice management system
- Preparing reports for the Principal Lawyer as required
- Electronic and hard copy filing
- Photocopying and scanning
- Managing post and couriers
- Answering non-legal queries from volunteers and secondees
- Other administrative duties as required

4. Organisational Relationships

Responsible to: Principal Lawyer, Law Access

Supervision of: Nil

Liaison (Internal): Law Access CEO
Principal Lawyer, Law Access
Other Law Access Staff
Law Society of Western Australia Staff
University of Western Australia staff
Law Access volunteers and secondees

Liaison (External): Members of the public
Law Access Stakeholders

This position is full time 37.5 hours per week from 8:30am to 5:00pm Monday to Friday.

5. Extent of Authority

Work within established guidelines, policies and procedures of Law Access as well as statutory legislation.

6. Selection Criteria

Essential:

- Computer literacy in the Microsoft Office suite
- Ability to use electronic practice management systems
- Experience providing administrative support in a legal practice or community legal centre
- Strong verbal and written communication skills
- Ability to support a small team of part-time employees, secondees and volunteer staff
- Ability to work without supervision and with general direction where necessary
- Organised and systematic approach to office and work duties including the ability to meet deadlines
- An understanding of access to justice issues faced by the clients of Law Access

Desirable (not essential)

- Prior experience with FilePro

Occupant:

Date Appointed:

Prepared by:

CEO Law Access

Date Issued:

Supervisor: Principal Lawyer Law Access

Reviewed:

Approved by:

No of Pages: 4

Reviewed:

Date: