



Job Description Form

Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Legal Assistant		
Effective Date August 2017	Position Number Generic	Level 2
Division Public Trustee	Directorate Legal Services	Branch

Divisional Outcomes

Provide a comprehensive range of affordable, quality, secure and impartial trustee and asset management services to Western Australians.

The Public trustee is responsible for:

- Deceased estate administration
- Will drawing service
- Trustee services for infants and incapable persons
- Financial management services under Power of Attorney, enduring Power of Attorney and Administration Orders.

Directorate Outputs

The Legal Services Directorate is responsible for:

- Providing legal advice and conducting litigation in respect of the administration of deceased estates, trusts and estates of incapable persons;
- Providing legal advice on conveyancing and probate matters and preparing conveyancing and probate documents;
- Advising the Public Trustee on corporate matters; and
- Drafting of Wills and Enduring Power of Attorney.

Branch Outputs

Role Of This Position

This position provides secretarial and clerical support to a team of Legal Officers on a daily basis and under the supervision of a Managing Law Clerk the position holder will also undertake a range of paralegal support duties to ensure that the business and operational needs of the Legal Services Branch are met.

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Responsibilities Of This Position

All legal secretaries will attend to all Secretarial and Clerical Support duties listed below and will provide some or all of the Paralegal Support services duties as instructed by the Managing Law Clerk to meet the needs of the various business areas in the Public Trustee.

Secretarial Support

Provides secretarial services for a group of lawyers that includes such things as:

- Dictaphone taping of correspondence and collation of legal documents
- Outlook diary management for scheduling meetings and resources as required
- Screening and directing telephone calls

Clerical Support

Provides support to a group of lawyers that includes creation of new files, faxing, scanning, photocopying, maintaining local stationery supplies and general clerical tasks.

Maintains the law library and updates decisions in the resources database.

Undertakes data processing and monitoring of information into internal information systems such as:

- Time and Matter Costing System for billing of work
- Open Practice for tracking progress and status of case matters
- Using Hewitt Packard Enterprise (HPE) Records System creating and tracking files
- MATE (in-house) database system for client activities

Paralegal Support

- Under instruction of the Managing Law Clerk, prepares routine court documents and attends to the delivery and/or service of legal documents to Courts, Solicitor's firms and other government departments as required.
- Undertakes searches at the Registry of Births, Deaths and Marriages, Electoral roll or Batty Library as required
- Undertakes on-line stamping of documents and Landgate searches as required
- Advises relevant authorities of the Transfer of land

Flexibility

Demonstrates flexibility in relation to work practices and hours.

Provides assistance to the Managing Law Clerk and/or Lawyers as required.

Information and Knowledge Management

Maintains workstation procedure and precedent file.

Cultural Change

Participates in, and contributes to, a positive and innovative workplace environment.

Continuous Improvement

Participates in the identification of, and uses opportunities for, continuous improvement within the secretarial team and work group.

Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

The following work related requirements may be assessed at different stages of the selection process.

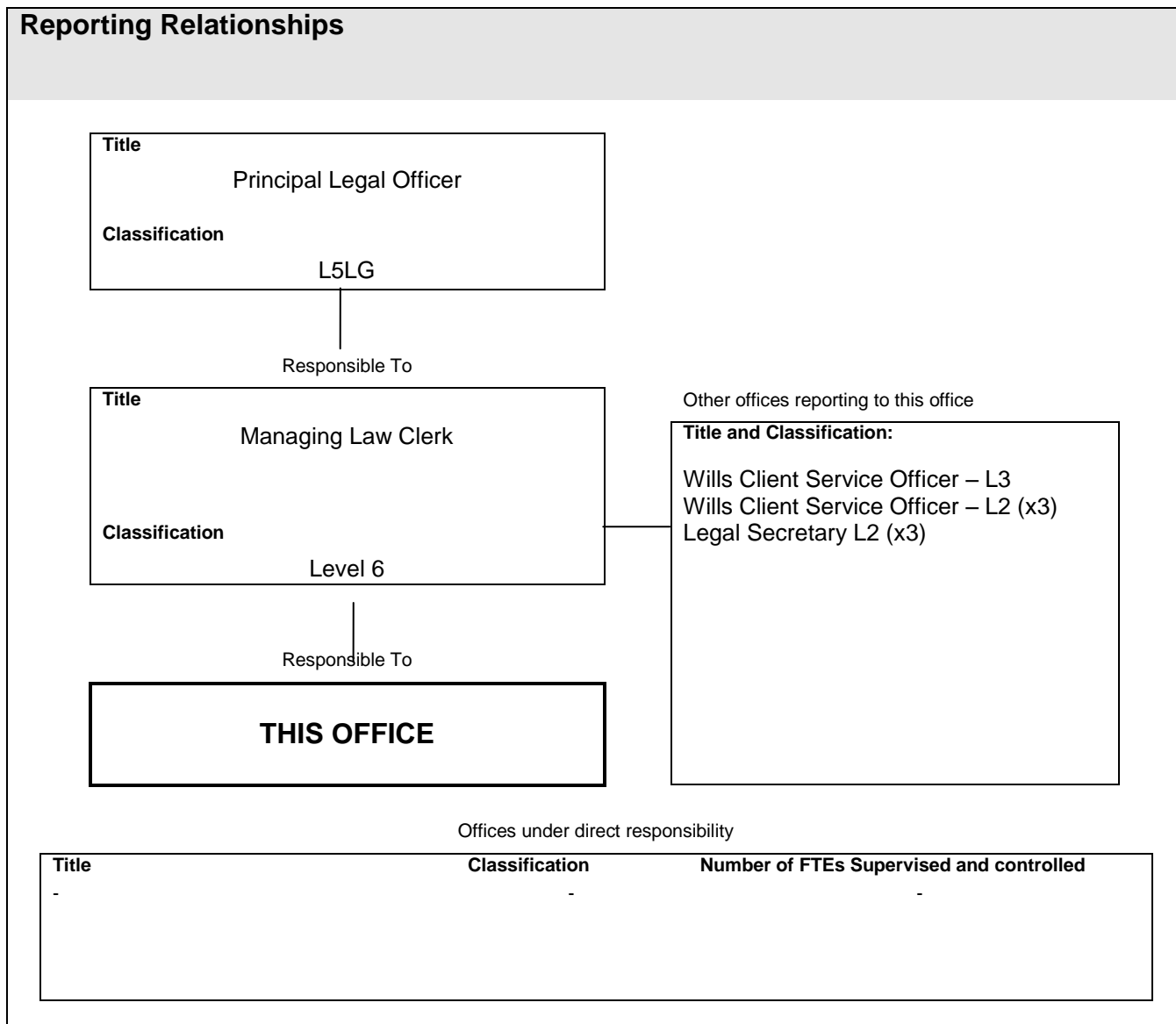
ESSENTIAL SKILLS

- Communication skills.
Well developed oral and interpersonal communication skills, demonstrating an ability to deal effectively with staff and clients. The ability to remain polite, calm and diplomatic when faced with difficult situations.
- Client Focus
A strong focus to meet the needs of internal and external clients.
- Team work.
The ability to work in a group / team environment, showing flexibility and willingness to help others.
- Computer and Keyboard Skills
Demonstrated high standard of word processing and data entry skills, including audio transcribing skills.
- Organisation skills.
The ability to work for several people and prioritise, organise and complete work within set timeframes.
- Attention to detail
Demonstrated sound comprehension of grammar, punctuation and accurate spelling. The ability ensure work is of a high quality/standard and errors are kept to an absolute minimum.

ESSENTIAL KNOWLEDGE / EXPERIENCE

- Proven secretarial experience (experience within a legal environment will be highly regarded, but is not essential)

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LOCATION AND ACCOMMODATION N/A	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS N/A	

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title of Delegated Authority (as per HR Management Delegations) Public Trustee (Brian Roche)
Signature
Date 22 August 2017