



Job Description Form

Department of Justice Purpose

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

Position Title Professional Assistant		
Effective Date October 2016	Position Number Generic	Level 4
Division State Solicitor's Office	Directorate	Branch

Divisional Outcomes

The State Solicitor's Office provides a broad range of legal service's to the Government, its departments and agencies. These services include legal advice; representation as counsel in courts and tribunals; the preparation of legal documents; and the conduct of litigation.

The State Solicitor's Office aims to provide these services in a cost effective and timely way, consistent with the necessity to maintain legal excellence and integrity in the Government's legal dealings.

Directorate Outputs

Branch Outputs

Role Of This Position

Provide high level legal research assistance to the State Solicitor; State Counsel or Deputy State Solicitor.

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Responsibilities Of This Position

The primary responsibilities of this position include:

1. Providing high standard legal research assistance to the State Solicitor and State Counsel, including:
 - Researching legal and policy issues on a broad range of legally complex and often politically sensitive matters relevant to the activities of the WA Government and government departments, agencies and instrumentalities.
 - Researching the provisions and effect of a broad range of Western Australian legislation and also researching legislation of the Commonwealth and other Australian and overseas parliaments.
 - Directly assisting in researching and drafting advice to the Attorney General and government on law reform and the government's legislative program.
2. Providing high level research assistance to Counsel, including:
 - Researching complex case law.
 - Directly assisting the drafting of pleadings, submissions and lists of authorities.
 - Attending the High Court, Supreme Court and other courts and tribunals to assist Counsel.
3. Assists the relevant senior government lawyer in the administration of their practice.
4. 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

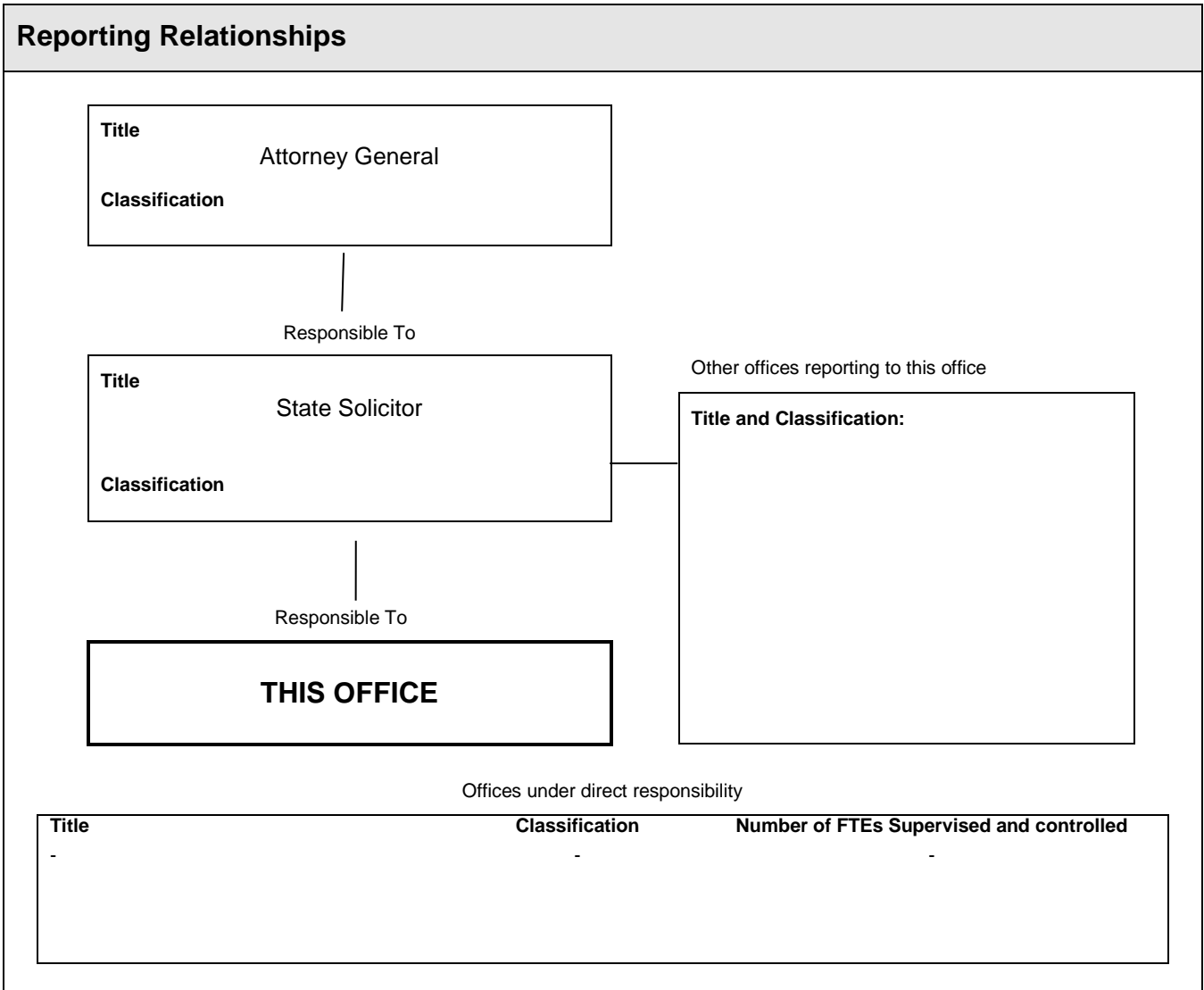
The following work-related requirements will be assessed at different stages of the selection process:

ESSENTIAL CRITERIA

1. **Qualifications¹**
 - Significant progress towards the completion of a Bachelor of Laws (or equivalent) degree.
2. **Research skills and experience, including:**
 - Proven analytical and conceptual skills.
 - Proven ability to undertake legal research.
3. **Organisational skills and experience, including:**
 - Excellent organisational skills, accuracy and attention to detail.
 - Proven ability to work independently, to prioritise work and to meet challenging deadlines.
4. **Personal Characteristics, including:**
 - Highly developed written and verbal communication skills.
 - Well developed interpersonal and team participation skills.
 - Personal integrity, honesty and high ethical standards.
5. **Demonstrated interest in the law and conventions relating to the State government, its departments and instrumentalities.**

¹ Compliance with Criterion 1 will also include demonstrating academic excellence which will indicate a strong likelihood of being accepted into a relevant law Honours program.

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification

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

BRANCH/DIVISION/DIRECTORATE HEAD
Signature
Date