



# Job Description Form

## Department of Justice Purpose

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

<b>Position Title</b> <b>Senior Law Clerk</b>		
<b>Effective Date</b> March 2019	<b>Position Number</b> Generic	<b>Level</b> 3
<b>Division</b> State Solicitor's Office	<b>Directorate</b>	<b>Branch</b>

## Divisional Outcomes

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

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

The Level 3 Senior Law Clerk (Paralegal) is a member of a team, which provides paralegal / administrative support to Legal Officers in the conduct of their matters. Team structures vary dependant upon the various specialisation in law, and the work output for that area.

In a general sense, this level of Senior Law Clerk provides paralegal assistance and manages a range of legal files for managing law clerks and legal officers that are considered to be moderate in complexity. The Senior Law Clerk demonstrates some autonomy in the conduct of their work, subject to the complexity and sensitivity of the matter.

<b>Position Title</b> Senior Law Clerk		
<b>Effective Date</b> March 2019	<b>Position Number</b> Generic	<b>Level</b> 3
<b>Division</b> State Solicitor's Office	<b>Directorate</b>	<b>Branch</b>

## Responsibilities Of This Position

Through your supervisor, when assisting a lawyer and contributing to the management of a legal matter, you will be responsible for:

- Examining and following client or supervisors instructions.
- Preparing a variety of court documents and/or drafting correspondence, which are considered to be moderately complex/sensitive.
- Providing research, conducting enquiries and examinations in relation to a matter or number of matters.
- Responding to procedural enquiries (verbal and/or via correspondence)
- Arranging the payment of invoices / accounts.

If you work within the Commercial Team, your responsibilities may include:

- Under strict instructions, negotiation with parties for settlement of issues arising in difficult matters.

Your administrative responsibilities will include:

- Photocopying and binding.
- General filing, collating files / documents.
- Accessing and using computer systems appropriately in the conduct of a matter. This may include: data entry for file creations; updating information management systems; recording time allocation for the purposes of billing / costing; searching for documents, records, or files etc. The systems this office currently uses are: TRIM, Open Practice, Electronic Document Management, Time and Matter Costing System and the standard office packages such as Word, Excel, and Lotus Notes.
- Complying with office practice, policies and directions in the conduct of a matter.

As a member of a team, you will be expected to:

- Assists in the supervision and development of junior staff, delegating tasks and providing guidance.
- Constructively and positively contribute within the workplace. This also includes positively contributing to any improvement initiatives implemented within the office.
- Follow policies and procedures as they relate to your ethical behaviour in all dealings with colleagues and stakeholders.

### 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.

<b>Position Title</b> Senior Law Clerk		
<b>Effective Date</b> March 2019	<b>Position Number</b> Generic	<b>Level</b> 3
<b>Division</b> State Solicitor's Office	<b>Directorate</b>	<b>Branch</b>

## Skills, Knowledge, Behaviours and Qualifications

For purpose of training and development.

### SKILLS

#### Communication

Clear verbal communication, which includes communication with a range of people on a variety of issues. Accurate written communication that involves drafting moderately complex legal documents and correspondence.

#### Organisation skills

Demonstrated ability to manage varying workloads and complete work within set timeframes.

#### Problem Solving

The ability to develop effective solutions to identified problems to achieve positive outcomes.

#### Team and independent work

The ability to work in and actively contribute to a team environment. On some occasions autonomous work maybe required and this will involve taking initiative when completing work.

#### Interpretation

Possession of the ability to interpret and apply legislation, policy and procedures.

#### Research

The ability to undertake effective research in the management of legal matters.

#### Attention to Detail (accuracy)

To be observant and demonstrate care and attention to detail when completing all tasks.

#### Client Focused

A strong focus to meet the needs of internal and external clients

#### Confidential

Withholding information when appropriate on sensitive and contentious issues.

#### Flexible

Adjusting to changes in work practices when appropriate. This also includes adjusting to changes in team and organisational priorities.

### KNOWLEDGE / EXPERIENCE

Good working knowledge and / or experience in relevant procedural law which may include:

- Understanding of the rules and regulations as they apply to the following jurisdictions such as: Magistrates Court, District Court, Supreme Court, State Administrative Tribunal etc
- Understanding of legal terminology.

General knowledge that includes:

- Understanding of Occupational Safety and Health, and Equal Employment Opportunity legislation.
- Knowledge of the Public Service Code of Ethics and Code of Conduct.

<b>Position Title</b> Senior Law Clerk		
<b>Effective Date</b> March 2019	<b>Position Number</b> Generic	<b>Level</b> 3
<b>Division</b> State Solicitor's Office	<b>Directorate</b>	<b>Branch</b>

### Work Related Requirements (Selection Criteria)

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**

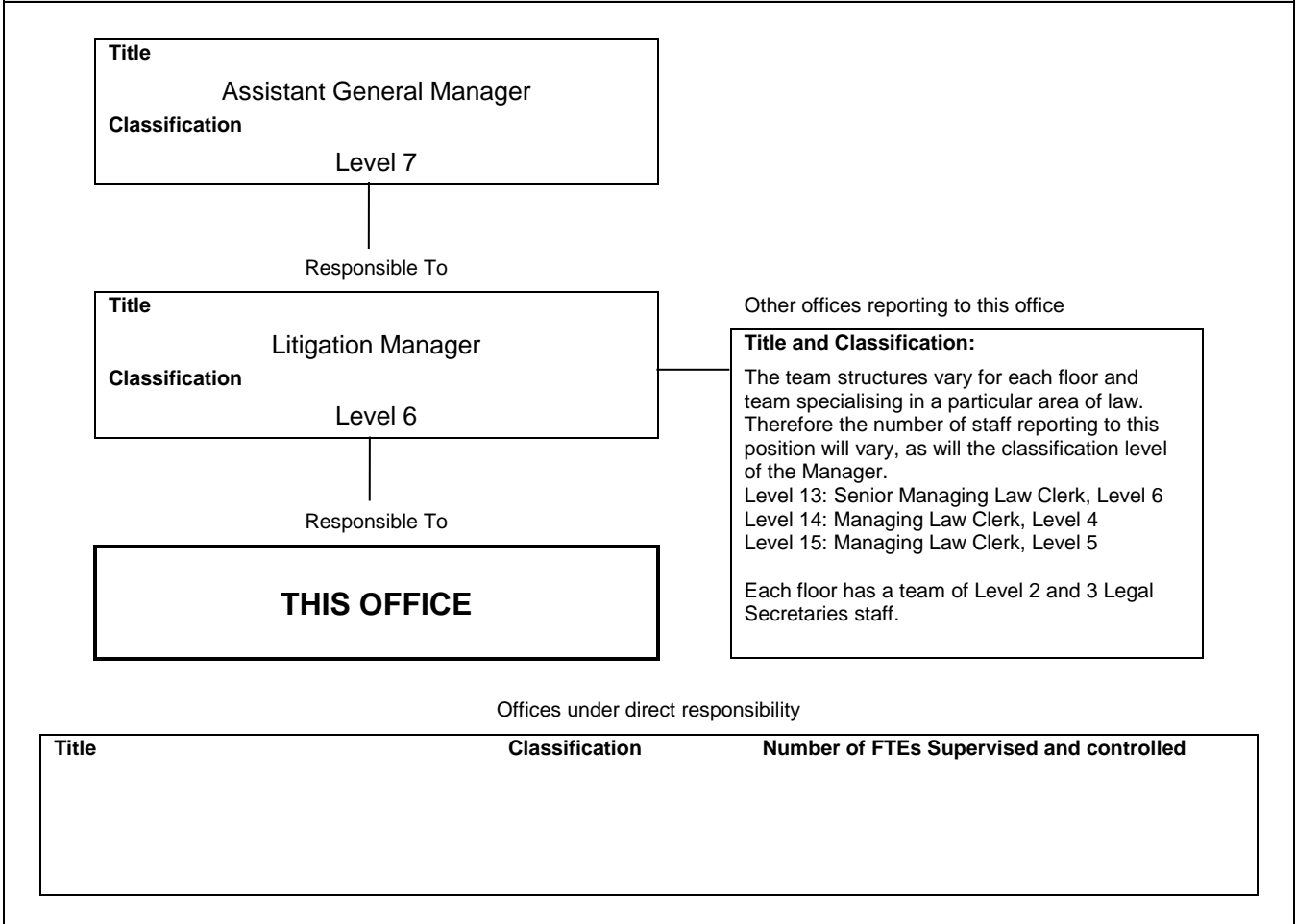
- The ability to clearly communicate in both written and oral form, with a range of people on a variety of issues.
- Demonstrated organisation skills that show an ability to manage varying workloads and achieving deadlines.
- Demonstrated ability to develop or suggest solutions to identify problems.
- Demonstrated ability to work effectively as part of a group or independently as the need arises.
- Client focus that demonstrates commitment to meeting the needs of internal and external clients.
- The ability to interpret and apply legislation, policy and procedures.
- Experience in working in a legal environment in roles such as, law clerk, paralegal, court officer, registry officer, legal secretary or similar.

#### **Desirable**

- Diploma or Degree majoring in Justice or Legal Studies or the equivalent.

<b>Position Title</b> Senior Law Clerk		
<b>Effective Date</b> March 2019	<b>Position Number</b> Generic	<b>Level</b> 3
<b>Division</b> State Solicitor's Office	<b>Directorate</b>	<b>Branch</b>

**Reporting Relationships**



<b>LOCATION ACCOMMODATION</b> N/A	
<b>ALLOWANCES/SPECIAL CONDITIONS</b> Nil	

<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>DELEGATED AUTHORITY APPROVAL</b> <i>As per the Human Resource Management Delegations</i>	
<b>Delegated Authorities Name</b>	
<b>Signature</b>	
<b>Date</b>	