

JOB DESCRIPTION FORM

Position title/number:	Paralegal		
Classification:	General Division Level 3		
Roster:	Full-time (37.5 hours per week)		
Division:	Various *		
Business Unit:	Varies (depending on Division)		
Reports to:	Team Leader		
Direct reports:	0 FTE	Office location:	Perth

* **Divisions:** Civil Law, Criminal Law, Family Law, Early Intervention Services, Regional Services (Perth).

Job Description

Paralegals at this level should demonstrate an understanding of the Western Australian legal framework and judicial system. Duties may include, under supervision; the provision of telephone and face-to-face information or advice in various client service areas of Legal Aid WA, including a prison environment, assessment of applications for grants of aid, drafting of legal documents and relevant correspondence.

About us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Client centred
- Integrity
- Making a difference
- Innovation
- Respect

Scope of Duties

Depending on the location of the role, these will include:

- Provision, under supervision, of activities such as evaluation and assessment of application of grants of aid for court representation and alternative dispute resolution; advice to clients face to face or by telephone; prison visiting services; paralegal support to solicitors; drafting of legal documents and relevant correspondence.
- Applies analytical and decision-making skills to support appropriate courses of action for clients.
- Undertakes file management, electronic time-recording and maintains statistical data as required.
- Works with minimal supervision, effectively managing own time and competing work priorities.
- Provides, by telephone or in person, information to the public and community based agencies about courses of action, alternatives, options and possible consequences in a wide range of legal and non-legal matters.
- Undertakes special projects or other duties as required by supervising solicitor, co-ordinator or team leader.
- Liaises with staff, the private profession and the public concerning the provision of legal aid.
- Paralegals may be required to rotate, where appropriate, through the various business units of Legal Aid.
- Other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

Essential

- **Highly developed oral and written communication skills, including the ability to communicate in plain English and maintain accurate and timely administrative records, advice records and file notes.**
- **The ability to deal assertively and courteously with, and discern needs of, emotional or aggressive clients.**
- Demonstrated knowledge of Western Australian community-based advice/support services and Western Australian legal systems, practices and procedures.
- **Within a legal framework, an ability to analyse the legal problem and determine the appropriate legal service.**

- Competent keyboard and computer skills, with experience in using databases and template documents.

Essential Core Competencies

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice.
- Values people, partnership, and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

Qualifications/Licences

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- Completion of or progress towards a relevant tertiary qualification (Desirable)
- 'C' or 'CA' Class Western Australian Driver's license or equivalent. (Desirable)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.

