



# State Solicitor's Office

## Job Description Form

### Senior Law Clerk

#### State Solicitor's Office

##### Position details

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Classification Level: Level 3

Award/Agreement: PSA 1992 / Public Sector CSA Agreement  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: State Solicitor's Office, Legal Practice Support

Physical Location: Perth CBD

##### Reporting relationships

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Responsible to: Senior Managing Law Clerk, Level 6

**This position: Various, Senior Law Clerk, Level 3**

Direct reports: Nil

##### Overview

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The State Solicitor's Office (the Office) provides a broad range of legal services 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 Office aims to provide these services in a cost effective and timely manner.

The Legal Practice Support team provides professional paralegal and administrative support to the Legal Officers across a variety of practice areas within the Office.

## Job description

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The Senior Law Clerk (Level 3) provides high-level paralegal and administrative support to Legal Officers across a diverse range of matters. The Senior Law Clerk plays a key role in the effective management and progression of legal files within their assigned practice area.

This position is responsible for managing a portfolio of legal matters of moderate complexity, applying sound judgement, and demonstrating an appropriate level of autonomy based on the sensitivity and nature of each case. The Senior Law Clerk supports both managing law clerks and Legal Officers by delivering accurate, timely, and well-organised work that underpins the delivery of high-quality legal services.

## Role specific responsibilities

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### Leadership

- Assist in supporting and developing of junior staff, including delegating tasks and providing guidance.
- Contribute constructively and positively within the workplace, including participating in improvement initiatives across the office.
- Follow policies and procedures relating to ethical behaviour in all dealings with colleagues and stakeholders.

### Management of Matters

- Examine and follow client and/or supervisor instructions.
- Manages and/or assists in the management of moderately complex legal files.
- Drafts correspondence to clients, solicitors and other parties in matters of moderate complexity or sensitivity.
- Assists and advises Senior Managing Law Clerks and Legal Officers on matters relevant to the area of law or practice and procedure.
- Undertakes research and reports findings.
- Reports on the status of current matters.
- Assists in the use of workplace systems and processes, providing administrative support where required.

### Administration

- Undertake general administrative tasks such as photocopying, binding, filing, and collating documents.
- Maintain and update files and records, including data entry for file creation and searching for documents or information as required.
- Using office and case-management systems appropriately (e.g., Action-step and iManage, and proficiency in Adobe and Microsoft Office applications such as Word and Excel).
- Recording time for billing and costing purposes and arranges payment of invoices and disbursements.
- Other duties as required.

## **Work Health and Safety**

Demonstrate commitment to the legislative obligations set out in the *Work Health and Safety Act 2020*.

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

## **Leadership Expectations**

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### **Expected behaviours**

The Public Sector Commission's [Leadership Expectations](#) provides a common understanding of the mindsets and expected behaviors required of all our employees and the public sector.

The leadership context for this role is 'Personal Leadership' - The Personal Leadership context is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

<b>Lead collectively</b>	Understand how your work fits in the public sector and recognise your role in delivering value for the future of Western Australians.
<b>Think through complexity</b>	Think critically and strategically to solve problems and enhance effectiveness.
<b>Dynamically sense the environment</b>	Listen to and understand the needs of others in your work environment.
<b>Deliver on high leverage areas</b>	Pursue with tenacity the high leverage priorities that are essential to your work and agency.
<b>Build capability</b>	Actively contribute to the development of your team's capability, ensuring you support your team members.
<b>Embody the spirit of the public service</b>	Display and embody the spirit of public service in all your decision making interactions and professional activities.
<b>Lead adaptively</b>	Continually learning and adjusting your approach to be effective in the changing work environment.

## **Job related requirements**

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The selection process assesses applications against the following job related requirements and expected behaviours of the position. The process also considers the needs of the Office and availability of suitable applicants.

Essential

1. Demonstrated 'Personal Leadership' behaviours, manages themselves to deliver specific tasks that make a difference.
2. Demonstrated ability to clearly communicate verbally and written with a variety of stakeholders.
3. The ability to interpret and apply legislation.
4. Experience in working in a legal environment in a paralegal or similar capacity.
5. The ability to undertake research in the management of legal matters.

## **Special requirements/equipment**

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Appointment is subject to a satisfactory National Police Clearance.

## **Certification**

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

State Solicitor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification  
date: \_\_\_\_\_