



JOB DESCRIPTION FORM

Position Details

Position Title	AV Paralegal
Position Number	25095
Classification	Level 3 (PSCSA)
Division	Operations
Branch	Legal Practice Support
Date Effective	8 May 2026

Reporting Relationships

Supervisor/Manager	Senior AV Paralegal L5
Direct Reports	Nil

Overview of the Position

The role of the Paralegal is to support prosecutors in the preparation and management of criminal cases.

The AV Paralegal role includes the duplication of electronic material received from WA Police, editing of records of interview and crime scene videos/DVDs upon the agreement of parties or the directions of a Court, and the provision of guidance and assistance to prosecutors on the presentation of digital evidence in Court.

Note: While an ODPP paralegal may undertake a range of clerical and paralegal tasks in the course of assisting in criminal prosecutions and other forms of litigation conducted by the ODPP, under the Legal Profession Conduct Rules 2010 the instructing or supervising lawyer must ensure the work is properly supervised. Responsibility for the legal content of such work ultimately rests with the lawyer having conduct of or supervising the conduct of the file.

Mission Statement

Purpose

To deliver an independent, fair and just criminal prosecution service to the community of Western Australia.

Vision

To be trusted by the community we serve to skilfully prosecute cases to just outcomes and contribute to the delivery of a fair criminal justice system in which people are treated with dignity and respect.

Values

We are committed to our values of We treat people with respect, We act with integrity, We are committed, We work as a team.

Culture

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability.

Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP.

By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

About the ODPP's Legal Practice

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. The legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
- conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
- managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
- taking proceedings which arise under the Criminal Property Confiscation Act 2000
- prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
- providing high level assistance to the WA Police Prosecuting Division
- prosecuting some charges at Magistrates Court
- considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia

Job Description

KEY RESULTS AREA	OUTCOMES
Electronic Media Support	<ul style="list-style-type: none"> • Process requests for editing digital media for trial preparation using multimedia software tools. • Consult with legal staff and Police computer crime squad on digital evidence issues, to achieve trial edit requirements within required timeframes. • Support Prosecutors and Paralegals on media playback technology and format requirements on ODPP desktop and within courts. • Contribute to the continuous improvement of electronic media support and services for editing and media playback. • Understand the effect that exposure to matters of a sensitive and potentially emotionally disturbing nature, e.g. graphic and disturbing photographic material, may have on you.
Paralegal File Management	<ul style="list-style-type: none"> • Accurately upload disclosure and record case information into electronic databases, maintaining a clear record of the actions on each file.
Communication	<ul style="list-style-type: none"> • Communicate with a range of internal and external stakeholders (including police and court staff) to ensure that cases are progressed promptly and that any necessary further inquiries are carried out efficiently.
Knowledge	<ul style="list-style-type: none"> • Understand the workings of the criminal justice system.
Documentation	<ul style="list-style-type: none"> • Maintain and implement ODPP's standards and procedures documentation for the use of AV hardware and software, and editing practices • Assist in the preparation and maintenance of user documentation. • Maintain up to date knowledge for resolving AV issues and technological trends.
Team Building	<ul style="list-style-type: none"> • Work effectively as a member of a team to achieve specified outcomes
Continuous Improvement	<ul style="list-style-type: none"> • Identify and implement opportunities for continuous improvement within the team. • Review and improve processes, the environment and systems where necessary.
Workplace Behaviours	<ul style="list-style-type: none"> • Demonstrates ethical behaviour in all dealings with colleagues and stakeholders. • Complies with the Public Sector Code of Ethics and the ODPP's Code of Conduct. • Demonstrates commitment to the core values of the ODPP.

Work Related Requirements**Essential:**

COMPETENCY	DESCRIPTION
Job Specific	<ul style="list-style-type: none"> Demonstrated knowledge and understanding in the use of information technology systems, including multimedia software tools such as Adobe Premiere Pro
Communication and Interpersonal Skills	<ul style="list-style-type: none"> Well-developed interpersonal and communication skills and confidence in supporting and dealing with a range of stakeholders. Ability to work effectively within a team setting, contributing to reaching set targets and goals in a positive manner.
Attention to Detail and Adaptability	<ul style="list-style-type: none"> Demonstrated work practices that reflect the ability to focus on the small aspects of a task or project, ensuring accuracy and thoroughness in completing work. Ability to work under pressure and adapt to changing project requirements.

Desirable:

COMPETENCY	DESCRIPTION
Knowledge	<ul style="list-style-type: none"> Understanding of contemporary issues and trends in the criminal justice system in Australia.
Special Conditions	<ul style="list-style-type: none"> Exposure to materials of a sensitive, graphic or potentially disturbing nature. e.g. video, audio, and photographic material.
Qualifications	<ul style="list-style-type: none"> Possession of, or progress towards, a relevant Diploma or Tertiary level qualification related to audio and video editing

Special Conditions

The ODPP will provide support to manage exposure to sensitive, graphic or potentially disturbing material.

Certification

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

Signature



Date

