



# Legal Support Assistant

<b>Branch:</b>	Legal and Legislative Services
<b>Directorate:</b>	Legal and Legislative Services
<b>Position Number:</b>	00028180
<b>Classification:</b>	Level 3
<b>Physical Location:</b>	Perth (William Street)
<b>Award/Agreement:</b>	Public Service Award & Public Sector CSA Agreement

## Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



**COLLABORATION**

Working **together**,  
we get things done.



**WELLBEING**

Looking after **ourselves**  
and supporting **others**.



**ADAPTABILITY**

Always open to  
**possibilities**.



**ACCOUNTABILITY**

Taking ownership,  
we **deliver**.

## Overview of the directorate

The Department of Transport assists the Minister of Transport administer over thirty Acts of Parliament relating to amongst other matters:- driver licensing, vehicle registration, personal on demand transport, marine safety, coastal infrastructure and integrated transport planning. Legal and Legislative Services (LLS) provides a comprehensive legal service; including providing legal advice, representation in courts and tribunals, litigation management and support and drafting of legal documents. LLS also manages the significant legislative drafting program for DoT.

## Overall purpose of the role

Reporting to the Legal Support Officer, provides a legal support service to the Legal and Legislative Branch (LLS) through the provision of paralegal assistance to DTMI lawyers and senior Officers.

## Work description

1. Prepares legal documentation and collates physical and online prosecution briefs and other court files for DTMI lawyers.
2. Tracks all legal documentation for the preparation of briefs and associated legal documentation to ensure the efficient and effective completion of prosecution files.
3. Liaise with various courts of Western Australia, Department staff, other agencies, external solicitors and the State Solicitor's Office about legal documents and processes.
4. Examines incoming correspondence and client's instructions and determines appropriate action.
5. Utilises court systems to lodge legal documents and monitor upcoming matters.
6. Builds productive communication and working relationships to deliver an effective and responsive business support service to LLS staff at all levels and other internal and external stakeholders.
7. Monitors the Courts & Tribunal Services generic inbox to provide timely and accurate non-complex advice on legal processes and procedures, and to prioritising matters.
8. Operates effective information management and recordkeeping practices to achieve the excellent maintenance of all records received and generated within LLS.
9. Assists in the review, development and implementation of administrative processes to ensure continuous improvement.
10. Utilises a corporate Purchasing Card (PCard) to undertake authorised administrative and operational purchases in accordance with the relevant DTMI policies and procedures.
11. Arranges and organises relevant meetings, functions and venues including where appropriate travel arrangements, bookings, accommodation, car hire and meals.
12. Undertakes additional responsibilities as and when required.

## Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

### Criteria:

#### Essential:

1. Demonstrated experience in the effective delivery of an administrative support services or similar with the demonstrated ability to find solutions to administrative and/or operational problems.
2. Sound verbal and interpersonal communication skills including the ability to liaise and relate effectively to stakeholders at all levels and in a variety of contexts.
3. High level organisational skills, with demonstrated experience working independently, identifying priorities and meeting deadlines in a fast-paced work environment.
4. Demonstrated proficiency in the use of the Microsoft Office suite with a working knowledge of word processing, databases and spreadsheets.

**Desirable:**

1. Experience working within a legal business support service environment and knowledge of court processes.

**Reporting relationships**

Legal and Legislative Services Director - Specified Callings L6



Legal Support Officer, Classification/Level 5



**This Position**



Nil

**Allowances/Special conditions**

A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

**Certification**

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

**Chief People Officer**

**People and Culture**