



## JOB DESCRIPTION FORM

### Position Details

<b>Position Title</b>	Paralegal (Criminal)
<b>Position Number</b>	Various
<b>Classification</b>	Level 3 (PSCSA Agreement)
<b>Division</b>	Operations
<b>Branch</b>	Legal Practice Support
<b>Date Effective</b>	1 October 2025

### Reporting Relationships

<b>Supervisor/Manager</b>	Paralegal Team Leader L6/Senior Paralegal L5 (Depending on team assignment)
<b>Direct Reports</b>	Nil

### Overview of the Position

Paralegals provide a range of paralegal and administrative support to the Legal Practice Support teams and to Legal Officers throughout the criminal, civil and appellate areas of the ODPPs practice.

The Paralegal officer provides the following support services:

- Proactively manage an allocated caseload, by prioritising activities to achieve Court and ODPP deadlines.
- Assists in the preparation of matters for Court hearings and attends Court to support the Legal Officer, where required.
- Provides a service to external stakeholders including:
  - information about the progress of matters to victims and witnesses, and
  - arranging attendance at Court, where required, and
  - liaison with Court, Police and defence representatives.
- Prepares and manages case material through the preparation, movement, filing and storage of digital media and printed files and documents.

## **Purpose Statement**

### *Our Purpose*

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

### *Our 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.

### *Our 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

The Paralegal Level 3 role undertakes a range of duties as described below that can vary depending on the team assignment.

KEY RESULTS AREA	OUTCOMES
<b>Paralegal File Management</b>	<ul style="list-style-type: none"> <li>• Provide paralegal and administrative support to legal officers in cases allocated to the team.</li> <li>• Proactively manage an allocated caseload, by prioritising activities to achieve court and ODPP deadlines.</li> <li>• Prepare court documents, briefs, affidavits, applications and general correspondence.</li> <li>• Follow up relevant information and outstanding case materials</li> </ul>
<b>Support for Court Attendance</b>	<ul style="list-style-type: none"> <li>• Assist legal staff in their preparation of criminal and civil hearings by providing administrative support, as well as attending Court to assist Counsel if required.</li> <li>• Provide support to externally contracted Counsel who may appear in Court on behalf of the ODPP.</li> <li>• Coordinate victim and witness attendance through the issue of summonses and managing travel and accommodation arrangements.</li> <li>• Prepare and collect lists of case files for Counsel appearing in court.</li> </ul>
<b>Relationship Management and Liaison</b>	<ul style="list-style-type: none"> <li>• Engage and support victims of crime and State witnesses during the life cycle of a case.</li> <li>• Keep Sior Paralegal and Legal Officers, internal and external stakeholders informed on case progress.</li> <li>• Operate and maintain office or team telephone call centres or e-mailboxes.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Preparation and presentation of digital and printed evidence, including the editing of video files, identification of documents/files, recalling files, scanning documents/files and redacting information in materials.</li> <li>• Liaise with Court and Police staff and provide information on the listing and allocation of matters to ODPP staff.</li> <li>• File and serve signed documents and association material in a timely manner.</li> <li>• Manage and secure the movement of case related material inside and outside of the ODPP office.</li> <li>• Maintain records of activities and milestones on case files and in a case management system through accurate data entry.</li> <li>• Close off and prepare concluded matters for archiving.</li> </ul>
<b>Promotion of a positive working environment and workplace behaviours</b>	<ul style="list-style-type: none"> <li>• Supports the ODPP’s policies on workplace mental health and safety to provide a safe working environment.</li> <li>• Demonstrates ethical behaviour in all interactions with colleagues and stakeholders.</li> <li>• Complies with the ODPP Code of Conduct, and the Public Sector Code of Ethics.</li> <li>• Demonstrates commitment to the core values of the ODPP.</li> </ul>

## Work Related Requirements

### Essential:

COMPETENCY	DESCRIPTION
<b>Job Specific</b>	<ul style="list-style-type: none"> <li>• Administrative support skills.</li> <li>• The ability to interpret and apply legislation, policies, or procedures.</li> <li>• The ability to prioritise and act upon instructions to meet business priorities.</li> <li>• Familiarity with criminal and/or civil practice, procedures, and associated legislation.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Demonstrate a customer service focus with internal and external stakeholders.</li> <li>• The ability to work effectively as a member of a team.</li> <li>• Apply personal resilience and the ability to maintain focus in challenging and unfamiliar situations.</li> <li>• Willingness to learn from and share knowledge with others.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Written communication skills including the ability to draft clear and succinct documents, such as letters and file notes.</li> <li>• Verbal communication and listening skills.</li> </ul>
<b>Information and Knowledge Management</b>	<ul style="list-style-type: none"> <li>• Familiarity with tools and techniques that support the preparation, editing or presentation of documents in digital format, or of forms of electronic media, such as video files.</li> <li>• Attention to detail and accuracy.</li> </ul>

### Certification

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

Signature .....approved..... Date .....

Director Corporate Services