

Legal Secretary

Level 1 or 2 37.5 - Regions Division (76000202)
Pilbara Regional Office (South Hedland)

Job Description

In this position the secretary undertakes various secretarial and administrative duties, which may include being the first point of contact with the public who access our services.

The role includes but is not limited to; typing, data entry, file management, reception work, dealing with court documents, and all aspects of secretarial services.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns, and offers a range of services aimed at target groups or individuals with particular legal problems. Through our nine regional offices and main office in Perth, and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

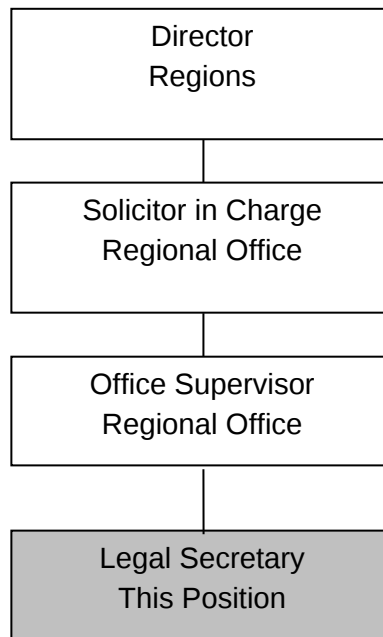
Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Values

- Customer Focus • Communication • Value and respect for staff • Accountability • Quality
- A vibrant and supportive culture • Value for money • Innovation and Change • Integrity
- Social Responsibility and social values

Reporting Relationships

Pilbara Regional Office (South Hedland)



Scope of Duties

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

- Carrying out all aspects of word processing duties and providing administrative support including; typing of letters, minutes, court documents where appropriate, copy typing, handling and screening of telephone calls and facsimile communications, and reception duties.
- Performs data input into the Legal Aid Office system and other data systems as directed.
- Handles all aspects of file management in accordance with Quality Practice Standards.
- Refers clients requiring assistance to appropriate assessors, agencies or specialist services.
- Provides relief work as required and assists generally as directed.
- Embraces the use of new technologies to support service improvements.

For Level 2, all of the above plus:

- Prepares simple legal documents unsupervised.
- Provides general information, assistance and answers clients' queries over the telephone and in person.

- Undertakes general operational duties including managing suppliers accounts, purchase orders, training of staff and other duties required by the Manager.

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

- **Accurate keyboard skills, including data entry experience and knowledge of MS Word.**
- Good numerical skills.
- Ability to work within a busy team environment with minimal supervision.
- **Well developed communication and interpersonal skills and a proven ability to deal with people at all levels, particularly persons in a distressed or agitated state.**
- Current Motor Vehicle Licence.

For Level 2, all of the above plus:

- **A minimum of 12 months secretarial experience preferably in a legal environment.**
- Proven ability to produce template & original documents on a word processor.
- Understanding of legal terminology.
- **Proven ability in providing information to clients and assessing client needs.**

DESIRABLE

- Paralegal Skills
- Certificate II in Business Studies or equivalent tertiary qualifications

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for all Legal Aid WA positions. Refer to Core Competencies Matrix in Application Guidelines.

- 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

- No tertiary qualifications are required for this role.

Remuneration Information

Terms, Conditions and Benefits

- Fixed Term Contract ending 11/06/2018 (possible further extension/s of up to 24 months) South Hedland.
- Salary range: Government Officers Salaries Allowances and Conditions Award 1989 – General Division, Level 1, \$23,869 - \$57,376 gross per annum or Level 2, \$59,172 - \$64,256 gross per annum.
- Benefits: 9.50% superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1761.80 per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of “cash” and benefit items. Non-cash benefit items include: superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements.
- Family friendly work environment.
- Modern, recently refurbished office space.
- 37.5 hour working week; four weeks Annual Leave per year; fifteen days Personal Leave per year (Sick & Carer's); two Public Service Holidays per year; options for purchased leave arrangements.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.

Other job related information

- Applicants to submit a written application (no more than 2 pages) and Resume, taking care to respond to the highlighted selection criteria and required core competencies set out in the Job Description.
- Start date: As soon as possible