



## JOB DESCRIPTION FORM

<b>Title</b>	Paralegal/Admin Officer	<b>Position Number</b>	CCC0450
<b>Division</b>	Legal Services Directorate	<b>Classification</b>	Level 3
<b>Unit</b>		<b>Status</b>	Up to 5 year appointment
<b>Conditions</b>	Corruption & Crime Commission Industrial Agreement 2013	<b>Effective Date</b>	October 2015

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### Reporting Relationships

This position REPORTS TO: Director Legal Services

DIRECT REPORTS TO this position: Nil

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### Organisational Context

The Corruption and Crime Commission ("the Commission") is a leading Australian anti-corruption agency, established by the *Corruption, Crime and Misconduct Act 2003* ("the CCM Act"). Its primary purpose is to improve continuously the integrity of, and to reduce the incidence of serious misconduct and corruption in, the Western Australian Public Sector and to combat and reduce the incidence of organised crime.

It does this by:

- Identifying areas of greatest risk of corruption and serious misconduct in the public sector and focusing its resources on high value investigations and operational activities in those areas.
  - Receiving and determining the most effective methods for responding to and dealing with allegations of serious misconduct and corruption, including the use of the Commission's special investigative powers.
  - Conducting investigations into allegations of police misconduct and working with WA Police to prevent police misconduct.
  - Undertaking targeted activities to increase the capacity of public authorities to combat serious misconduct and corruption.
  - Working co-operatively with the WA Public Sector Commission to deliver an integrated approach to managing misconduct risks across the public sector.
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### **Purpose of this Position**

The Paralegal/Admin Officer is located within the Legal Services Directorate and provides secretarial, administrative and paralegal support to the Director Legal Services and Legal Services team.

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### **Key Responsibilities**

In meeting the requirements of the position, the Paralegal/Admin Officer:

- Receives, assesses and manages telephone and electronic communications and correspondence for the Director Legal Services and Legal Services Directorate.
- Transcribes and types from audio recordings and handwritten drafts.
- Prepares routine correspondence and legal documents for the Director Legal Services and other members of the Legal Services Directorate.
- Formats and proofreads documents to ensure professional presentation.
- Manages and maintains correspondence to ensure effective storage and retrieval, with appropriate attention to confidential matters.
- Creates, maintains and closes legal files.
- General filing, photocopying and administrative duties.
- Undertakes legal research tasks under the direction and supervision of Legal Services lawyers.
- Files and serves documents, as required.
- Welcomes visitors to the Legal Services Directorate, arranging hospitality as required.
- Arranges and coordinates meetings and conferences, and prepares agendas.
- Organises catering for meetings and Legal Services Directorate activities.
- Takes and distributes minutes for formal meetings and assists the Director Legal Services to keep track of follow-up action.
- Keeps the Legal Services Directorate Calendar up to date.
- Coordinates travel and accommodation requirements and prepares itineraries for the Director Legal Services and other members of the Legal Services Directorate.
- Liaises with stakeholders on behalf of the Director Legal Services as required.
- Records and provides statistics and other information for management purposes.
- Prepares corporate credit card acquittals for the Director Legal Services and other members of the Legal Services Directorate.
- Maintains general knowledge of current Commission issues and matters to add value to the Paralegal/Admin Officer function.

Other duties as required.

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As an officer of the Commission, the Paralegal/Admin Officer is required to model the Commission's Key Behaviours, which are:

#### **1. Mobility and flexibility**

We are willing and capable to lead groups (not relying on formal authority) and work collaboratively within teams and across "organisational boundaries" (cultural, beliefs,

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functions, tribes) to achieve shared Commission outcomes.

**2. Fit for purpose**

We ensure a fit for purpose outcome and approach through shared understandings.

**3. Leadership**

We will be the best we can be and inspire others to achieve the purpose and outcomes of the Commission.

**4. Relationships**

To achieve our outcomes, we develop and harness professional, constructive relationships.

**5. Teamwork**

Teamwork is fundamental to the achievement of Commission outcomes. We exhibit teamwork by:

- recognising our individual and collective responsibilities and working collaboratively, flexibly and safely;
- valuing our colleagues skills and abilities;
- investing in diverse and flexible work groups; and
- trusting each other to participate and contribute to the best of our ability.

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**Pre-Employment Requirements**

To be appointed to the position of Paralegal/Admin Officer you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship.
- undergo stringent security vetting.

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**Core Capabilities**

In order to be successful in this position, the Paralegal/Admin Officer will need to demonstrate the following capabilities.

**Work Expertise**

- High level word processing (using Microsoft Office), keyboard and audio transcribing skills, including attention to detail and accuracy.
- Knowledge of file management and record storage and retrieval processes.
- Secretarial/paralegal experience in a legal or similar environment.

**Service Focus**

- Demonstrated organizational skills including the ability to prioritise and complete work within set timeframes.
- Well-developed verbal, written and interpersonal skills with an ability to deal with people at all levels.

**Relationship Management**

- Proven ability to work collaboratively in a small team environment.

**Individual Effectiveness**

- Operates under pressure in a sensitive environment
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and is able to manage multiple tasks and respond calmly and positively to contingencies.

- Professional attitude and manner, in order to deal courteously with all inquiries directed to the Legal Services Directorate.

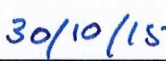
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### **Certification**

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

Ray Warnes  
**CHIEF EXECUTIVE**

  
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**Signature**

  
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**Date**