

Legal Secretary

Level 2 - All Divisions

Perth Office

Job Description

In this position the secretary undertakes various secretarial and administrative duties, which can 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 seven 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.

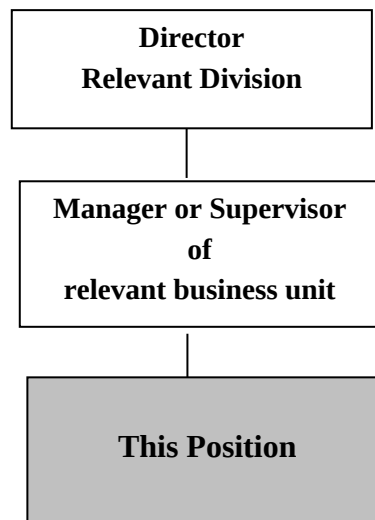
Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

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

Family Law / Criminal Law / Civil Law



Scope of Duties

- Carries out all aspects of word processing duties and provides administrative support including typing letters, minutes, court documents where appropriate, digital dictaphone and 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 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.

FOR LEVEL 2, all the above plus:

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

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the 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.

DESIRABLE

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

QUALIFICATIONS / LICENCES

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- 'C' or 'CA' Class Western Australian Driver's Licence or equivalent. (Desirable)
- National police clearance

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.

Remuneration Information

Terms, Conditions and Benefits

- Permanent and Fixed term opportunities. Perth CBD
- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Service and Government Officers CSA General Agreement 2017. Level 2 - \$61,172 - \$66,256 gross per annum.
- Benefits: 9.50% employer 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, including a dedicated Family Room located at the Perth Office.
- Modern, new workspace, located in Perth CBD.
- Bicycle parking and well-appointed end of trip facilities.
- 37.5 hour working week. 4 weeks Annual Leave per year. 15 days personal leave per year. 2 Public Service Holidays per year (in accordance with Award provisions). Purchased leave arrangements may be 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.