



## **Department of Justice State Solicitor's Office**

### **Job Information Package Senior Law Clerk Level 3 Pool**

#### **About the State Solicitor's Office**

The State Solicitor's Office is the longest standing legal office in Perth having been established in 1838.

The Office is highly regarded as a leading legal service provider offering a broad range of legal services to the West Australian State Government and Ministers, and to over 120 client departments, instrumentalities and statutory corporations.

Under the leadership of the State Solicitor, the Office:

- Provides legal advice
- Conducts litigation
- Conducts government commercial and conveyancing matters
- Provides representation as counsel in courts and tribunals
- Prepares legal documents

The State Solicitor's Office also advises the Attorney General on legal matters, including those relating to law reform.

Centrally located in the Perth CBD, we have a staff contingent of approximately 148 lawyers and over 80 support staff.

#### **Senior Law Clerk (Level 3) Pool**

Do you have legal experience working in a paralegal environment? The State Solicitor's Office is recruiting experienced Law Clerks and Paralegals seeking to further their career.

The State Solicitor's Office, one of WA's leading law firms, is seeking to recruit Senior Law Clerks (Level 3) to fill positions in primarily the litigation area. Potentially opportunities may also become available in the Land Claim and Commercial teams during the term of this pool.

If you have the ability to work within a team environment and have experience within the paralegal profession, please apply.

Those successful in gaining a position in the recruitment pool may be offered a fixed term contract of six months or less with possible extension or possible permanency.

It is important that you carefully read the role, responsibilities and work related requirements included in this information package and use the information provided to write your response.

Though you do not need to address all the work related requirements at this stage the panel will assess your suitability for the pool positions against each of them at various stages during the selection process.

### **What is a recruitment pool?**

A recruitment pool is a merit selection process that assesses and establishes a pool of successful applicants for a fixed period (in this case for 12 months) to fill current and future vacancies.

### **Suitability**

Though these pool positions do not require the occupant to hold formal qualifications it is reasonable to expect that:

- the applicant has or is undertaking some form of related study;
- the applicant has experience working in a legal environment as a law clerk, paralegal, court officer, registry officer, legal secretary or similar.

Please note, this role does not meet the work placement requirements for a law graduate diploma in legal practice. Information on our Office's Law Graduate Program is available on the State Solicitor's pages on the Department of Justice's website ([www.justice.wa.gov.au](http://www.justice.wa.gov.au)) and further information can be obtained from the Workforce Coordinator on 9264 1005.

### **Role description**

This position provides paralegal / administrative support to Legal Officers in the conduct of their matters.

### **Senior Law Clerk Level 3 Responsibilities**

Through your supervisor, when assisting a lawyer and contributing to the management of a legal matter, you will be responsible for:

- Examining and following client or supervisor's instructions.
- Preparing a variety of court documents and/or drafting correspondence, which are considered to be moderately complex / sensitive.
- Providing research, conducting enquiries and examinations in relation to a matter or number of matters.
- Responding to procedural enquiries (verbal and/or via correspondence)
- Arranging the payment of invoices / accounts.

If you work within the Commercial Team, your responsibilities may include:

- Under strict instructions, negotiation with parties for settlement of issues arising in difficult matters.

Your administrative responsibilities will include:

- Photocopying and binding.

- General filing, collating files / documents.
- Accessing and using computer systems appropriately in the conduct of a matter. This may include: data entry for file creations; updating information management systems; recording time allocation for the purposes of billing / costing; searching for documents, records, or files etc. The systems this office currently uses are: TRIM, Open Practice, Electronic Document Management, Time and Matter Costing System and the standard office packages such as Word, Excel, and Lotus Notes.
- Complying with office practice, policies and directions in the conduct of a matter.

As a member of a team, you will be expected to:

- Assists in the supervision and development of junior staff, delegating tasks and providing guidance.
- Constructively and positively contribute within the workplace. This also includes positively contributing to any improvement initiatives implemented within the office.
- Follow policies and procedures as they relate to your ethical behaviour in all dealings with colleagues and stakeholders.

#### Corporate Citizenship

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

### **Senior Law Clerk Level 3 Work related requirements**

#### Essential

- The ability to clearly communicate in both written and oral form, with a range of people on a variety of issues.
- Demonstrated organisation skills that show an ability to manage varying workloads and achieving deadlines.
- Demonstrated ability to develop or suggest solutions to identify problems.
- Demonstrated ability to work effectively as part of a group or independently as the need arises.
- Client focus that demonstrates commitment to meeting the needs of internal and external clients.
- The ability to interpret and apply legislation, policy and procedures.
- Experience in working in a legal environment in roles such as, law clerk, paralegal, court officer, registry officer, legal secretary or similar.

#### Desirable

- Diploma or Degree majoring in Justice or Legal Studies or the equivalent

## **For Further Information**

Please contact Tiffany Wells, A/Manager Litigation Support on (08) 9264 1888 if you would like further information on this role.

## **To apply for this position**

To apply please provide:

1. A cover letter of no more than two (2) A4 pages demonstrating your:
  - a. Ability to interpret and apply legislation, policy and procedures within a legal environment; and
  - b. Client focus and commitment to meeting the needs of internal and external clients.
2. A current resume clearly detailing your paralegal experience along with the contact details of two current referees.

*All work related requirements as listed in the application package will be assessed at some stage of the selection process.*

Successful applicants will be placed in a recruitment pool from which offers of employment for this and other similar positions may be made over the next twelve months.

## **How to submit your application**

### Online

The department's preferred option is for job applications to be lodged online through the 'current vacancies' section on our website. You will receive an electronic receipt confirming your application has been submitted.

If you do not have access to the internet, you can apply by post. You will need to complete a hard copy 'Application for Vacancy' form. Do not put applications in plastic sleeves or cardboard binders. Include your name on all submitted documents.

Send applications (marked Confidential Advertised Vacancy) by:

### Post

HR & Payroll Services  
Human Resources  
Department of Justice  
GPO Box F317  
PERTH WA 6841

### Hand Delivery

Reception (HR & Payroll Services)  
Department of Justice  
Level 23 David Malcolm Justice Centre  
28 Barrack Street  
PERTH WA 6000