



Job Description Form

Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

Position Title Legal Assistant		
Effective Date August 2017	Position Number Generic	Level 2
Division State Solicitor's Office	Directorate	Branch

Divisional Outcomes

The State Solicitor's Office has primary responsibility within the Government of Western Australia for ensuring the Government and all of its departments and agencies are provided with comprehensive and high quality legal advisory and advocacy services.

These services include the provision of legal advice; the preparation of legal documents; the conduct of litigation; and representation as counsel in courts and tribunals.

The State Solicitor's Office aims to provide these services in a cost effective and timely way, consistent with maintaining legal excellence and integrity in the Government's legal dealings.

Directorate Outputs

Branch Outputs

Role Of This Position

Under the supervision of a Lawyer, Managing Law Clerk or Senior Managing Law Clerk and as part of a team of support staff, this position provides direct, high quality, timely and responsive legal assistant support to a group of approximately 4 or 5 Lawyers.

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Responsibilities Of This Position

Legal Assistant positions within the SSO have similar (though not identical) roles reflecting the differing support needs of their assigned lawyers. The occupant of any SSO Legal Assistant position is required to deliver the entire suite of core services as well as some variable services, as is determined by the practice needs. The actual mix for each position will be discussed prior to appointment and may vary over time.

Core Responsibilities

1. Telephones

Provides comprehensive telephone services for the allocated lawyers, including screening calls, answering enquiries and taking messages. Also on a roster basis provide lunch cover on reception and on some occasions as required provide emergency cover on reception.

2. Word Processing and Document Production (Intermediate)

Produces a range of standard memos, letters, opinions, legal documents and court forms for lawyers from hand-written drafts.

3. Clerical Support

Assists lawyers with a range of clerical tasks including sorting and filing correspondence; scanning, photocopying or binding of materials; maintaining diaries, organising the service or delivery of documents; arranging the creation and consolidation of files and file volumes and other related tasks.

4. Paralegal Support (Basic)

Under the direct supervision of a lawyer provides basic paralegal support including the drafting of some routine court documents, e-Lodgment of documents and liaising with clients and other parties.

5. Maintaining Legal Practice and Billing Systems

Assists allocated lawyers to record time allocations and enters billing information into a matter costing system (Time & Matter Costing).

Searches and enters data into a records management system (TRIM).

Searches, creates tasks, completes tasks and inputs data into a legal practice management system (Open Practice) for tracking the progress and status of matters and hearing dates.

Produces documents using the document production system Open Practice Document Production.

6. Travel

Arranges travel and accommodation bookings and vehicle hire for the allocated lawyers, including the preparation of travel claim forms

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.

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Work Related Requirements

The following work-related requirements will be assessed at different stages of the selection process.

SKILLS (Essential)

- 1. Communication and Interpersonal skills**
Well developed written, verbal and interpersonal communication skills, demonstrating an ability to deal effectively with staff and clients and to deal with information with tact and discretion.
- 2. Attention to detail**
Demonstrated sound comprehension of grammar, punctuation and accurate spelling. The ability to ensure work is completed to a high quality and errors are kept to an absolute minimum.
- 3. Team work and Organisational Skills**
The ability to work in a team environment, showing flexibility and willingness to help others, including the ability to work for several people and prioritise, organise and complete work within set timeframes.
- 4. Computer and Keyboard Skills**
Demonstrated high standard of word processing and data entry skills, and depending on the lawyer group requirements, audio transcribing skills.

KNOWLEDGE AND EXPERIENCE (Essential)

- 5.** Experience working in a legal environment in roles such as a Legal Secretary, Law Clerk, Paralegal, or similar.
- 6.** An understanding of the legal system and legal processes.

QUALIFICATIONS (Desirable)

- 7.** Attainment or progress toward a relevant post-secondary or tertiary qualification in justice or legal studies or a recognised equivalent.

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Reporting Relationships

Title Assistant General Manager
Classification 7

Responsible To

Title Litigation Manager
Classification 6

Responsible To

THIS OFFICE

Other offices reporting to this office

Title and Classification:
Various

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
-	-	-

LOCATION ACCOMMODATION N/A	
ALLOWANCES/SPECIAL CONDITIONS Nil	

Certification

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

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authorities Name	
Signature	
Date	