



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 Officer		
Effective Date June 2016	Position Number Generic	Level L2.LG
Division Public Trustee	Directorate Legal Services	Branch

Divisional Outcomes

Provide a comprehensive range of affordable, quality, secure and impartial trustee and asset management services to Western Australians.

The Public Trustee is responsible for:

- Deceased estate administration
- Will drawing service
- Trustee services for infants and incapable persons
- Financial management services under Power of Attorney, Enduring Power of Attorney and Administration Orders.

Directorate Outputs

The Legal Services Directorate is responsible for:

- Providing legal advice and conducting litigation in respect of the administration of deceased estates, trusts and estates of incapable persons;
- Providing legal advice on conveyancing and probate matters and preparing conveyancing and probate documents;
- Advising the Public Trustee on corporate matters; and
- Drafting of Wills and Enduring Powers of Attorney.

Branch Outputs

Role Of This Position

The provision of legal services on a range of routine and moderately complex legal matters in one or more the following areas:

- Providing legal advice and conducting litigation in respect of the administration of deceased estates, trusts and estates of incapable persons;
- Providing legal advice on conveyancing and probate matters and preparing conveyancing and probate documents;
- Advising the Public Trustee on corporate matters; and
- Drafting of Wills and Enduring Powers of Attorney.

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Responsibilities Of This Position

CHARACTERISTICS

This level is for legal officers who are capable of carrying out routine legal tasks with limited supervision.

GENERAL FEATURES OF DUTIES AND RESPONSIBILITIES

Provides legal advice, advocacy and/or decisions (as appropriate to their allocated work area or areas from time to time) in accordance with the skill level expected from the Position Characteristics and Statement of Essential Skills including:

- the preparation of formal legal opinions
- advocacy in courts and tribunals
- the drafting of legal documents
- the management of legal matters (and paralegal and administrative staff in relation to those matters).

STAKEHOLDER RELATIONSHIPS

Establishes and maintains effective internal and external networks and relationships to ensure that activities are integrated productively with other parts of the organisation.

Provides information, assistance and education sessions to departments, external organisations and the general public.

CONTINUOUS IMPROVEMENT

Assists in the identification and implements opportunity for continuous improvement within the Office and assists the Principal Legal Officer in the management of the Legal Directorate.

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*.

OCCUPATIONAL HEALTH AND SAFETY

Staff

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.

ESSENTIAL

QUALIFICATIONS

Degree in Law and admitted to practice in the Supreme Court of Western Australia.

CONDUCT OF PRACTICE

The ability to:

- conduct simple civil litigation;
- act as counsel in simple interlocutory civil matters;
- provide advice in relation to simple or routine legal issues; and/or
- prepare Wills,

with a minimum of supervision.

LEGAL SKILLS

The ability to develop specialist skills within one or more of the fields of litigation, conveyancing, deceased estates, trusts, estates of incapable persons and Wills.

TIME MANAGEMENT AND ORGANISATIONAL

The ability to prioritise, organise and complete work within set timeframes.

COMPUTER LITERACY

The ability to use MS Office (or similar) products and computerised systems and databases.

TEAMWORK & SUPERVISION

The ability to work as a junior member of a team, including providing support to paralegal and administrative staff.

DESIRABLE

A current "C" Class driver's licence.

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Reporting Relationships

Title	Public Trustee
Classification	

Responsible To

Title	Principal Legal Officer
Classification	L5.LG

Responsible To

THIS OFFICE

Other offices reporting to this office

Title and Classification:

Snr Legal Officer – L4.LG (x4)

Legal Officer – L3.LG (x7.4)

Managing Law Clerk – L6

Senior Wills Paralegal Officer – L4

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

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	Brian Roche
Signature	
Date	