

Administration Officer

Level 1 – 25 hours per fortnight

Early Intervention Services Division

Midwest & Gascoyne Region - Carnarvon Office

Job Description

Working from a small satellite Office in Carnarvon, this role provides administrative support to the Legal Aid WA (LAWA) Solicitor, comprising a mixture of administrative, secretarial and office management responsibilities. This is a standalone role which operates under the management of the LAWA Geraldton office.

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 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.

Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community

Mission

To assist the community by providing quality and timely legal help to those who need our assistance

Core Values

Making a difference We are committed to helping people understand and protect their rights

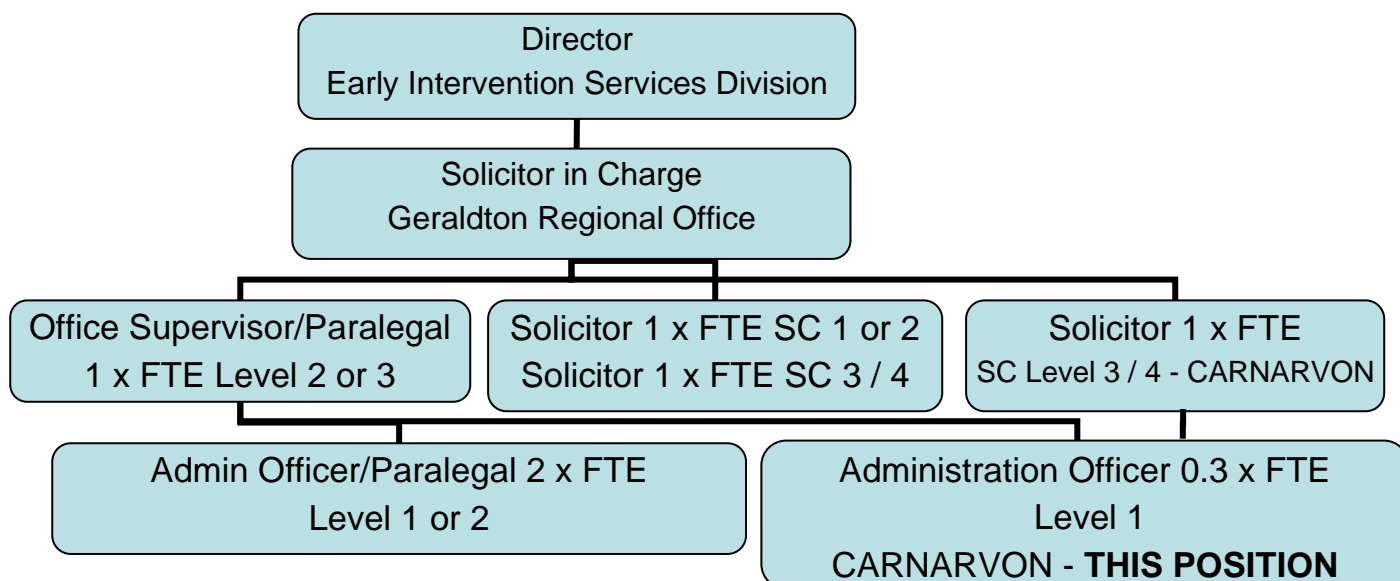
Client-centred We put clients at the centre of everything we do

Respect We care about our clients and the community in which we live

Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

Reporting Relationships



Scope of Duties

- Undertakes receptionist duties and assists with a variety of secretarial/administrative tasks (e.g. filing, distribution of incoming mail, booking interpreters, replenishing office supplies).
- Works effectively as part of a small team and the wider regional team.
- Completes data sheets and maintains statistical data as required.
- Embraces the use of new technologies to support service improvements.
- Other duties as required.

Selection Criteria

Only the criteria in bold and denoted with an asterisk 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

- Good interpersonal skills, with the ability to deal assertively and courteously with difficult or aggressive clients in a pressurised environment.
- **Attention to detail and a high level of accuracy and thoroughness.**
- **Competent keyboard and computer skills, with experience in using databases.**
- Good administrative and secretarial skills.
- Demonstrated ability to embrace the implementation and use of new technology in the workplace.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the 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.

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)**

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

- Fixed Term, Part Time.
- Salary Range: Government Officers' Salaries Allowances and Conditions Award 1989 – Public Sector CSA Agreement 2021. Level 1, \$28,869 - \$62,376 gross 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.
- 37.5 hour working week; four weeks Annual Leave per year; 15 days Personal Leave per year (Sick & Carer's); up to 3 Public Service Holidays per year; options for purchased leave arrangements.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.