



Job Description Form

Generic Legal Assistant

Legal Services

Position details

Classification Level: 2

Award/Agreement: Public Service Award 1992 / Public Service and Government Officers CSA General Agreement 2017

Position Status: Permanent

Organisation Unit: Public Trustee, Legal

Physical Location: Perth CBD

Reporting relationships

Responsible to: 007234 Managing Law Clerk Level 6

This position: Generic Legal Assistant - Level 2

Direct reports: NIL

Overview of the position

The Legal Services Directorate is accountable 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 Power of Attorney.

The Legal Assistant is responsible for providing secretarial and clerical support to a team of Legal Officers on a daily basis and under the supervision of a Managing Law Clerk the position holder will also undertake a range of paralegal support duties to ensure that the business and operational needs of the Legal Services Branch are met.

Job description

As part of the Legal Branch team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

Role specific responsibilities

All legal secretaries will attend to all Secretarial and Clerical Support duties listed below and will provide some or all of the Paralegal Support services duties as instructed by the Managing Law Clerk to meet the needs of the various business areas in the Public Trustee.

Secretarial Support

Provides secretarial services for a group of lawyers that includes such things as:

- Dictaphone taping of correspondence and collation of legal documents
- Outlook diary management for scheduling meetings and resources as required
- Screening and directing telephone calls

Clerical Support

Provides support to a group of lawyers that includes creation of new files, faxing, scanning, photocopying, maintaining local stationery supplies and general clerical tasks.

Maintains the law library and updates decisions in the resources database.

Undertakes data processing and monitoring of information into internal information systems such as:

- Time and Matter Costing System for billing of work
- Open Practice for tracking progress and status of case matters
- Using Content Manager creating and tracking files
- MATE (in-house) database system for client activities

Paralegal Support

- Under instruction of the Managing Law Clerk, prepares routine court documents and attends to the delivery and/or service of legal documents to Courts, Solicitor's firms and other government departments as required.
- Undertakes searches at the Registry of Births, Deaths and Marriages, Electoral roll or Batty Library as required
- Undertakes on-line stamping of documents and Landgate searches as required
- Advises relevant authorities of the Transfer of land

Flexibility

Demonstrates flexibility in relation to work practices and hours.

Provides assistance to the Managing Law Clerk and/or Lawyers as required.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve Results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

Builds Productive Relationships

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.

Communicates and Influences Effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

- Proven secretarial experience.

Special requirements/equipment

Nil

Certification

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

Public Trustee

Signature: _____ Date: _____

HR certification date: January 2020