



## Legal Process Officer

### Legal and Legislative Services

<b>Position number</b>	00024072
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager, Legal and Legislative Services (Specified Calling Level 5)
<b>Direct reports</b>	Nil

#### Context

Legal and Legislative Services provides advice to the Department on legal and legislation matters. The Branch deals with and provides advice about sensitive legal issues, employment matters, complaints, administrative law, legislation, insurance, and claims against the Department. This includes responding to the National Redress Scheme for Institutional Sexual Abuse (Redress) and civil compensation claims under state legislation for sexual abuse related to government schools and hostels (Compensation).

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

#### Key responsibilities

- Provide high-level secretarial and administrative support to the Manager and other senior Legal and Legislative Services officers.
- Administer and monitor the Branch budget, including paying accounts, purchasing and producing monthly financial reports.
- Record and process summons and subpoenas for the Department, ensuring proper compliance and extract reports on subpoenas and summons.
- undertake research, including discovery and preparation of documents for legal and parliamentary proceedings.
- Triage provision of legal advice to Principals and Department officers.
- Liaise with various courts of Western Australia, Department staff, other agencies, issuing solicitors and the State Solicitor's Office about legal processes.

#### Selection criteria

1. Demonstrated knowledge and experience in the effective delivery of secretarial and administrative support services in a legal environment, including word processing, audio transcription, spreadsheets and databases.

2. Demonstrated knowledge of legal terminology and processes, including managing summons and subpoenas, and liaising with issuing solicitors and the Courts.
3. Demonstrated well developed verbal and written communication and interpersonal skills, including the ability to liaise and work effectively in a team environment.
4. Demonstrated initiative and good organisational skills, including the ability to work independently, identify priorities and meet deadlines.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            15 February 2022  
Reference    D22/0038736