

**Legal Secretary**  
**Level 1 or 2**  
**Perth Office**

**Job Description**

In this position the secretary undertakes various secretarial and administrative duties, which can include being the first point of contact with the public who access our services. The role includes but is not limited to; typing, data entry, file management, reception work, dealing with court documents and all aspects of secretarial services.

**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.

**Our 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

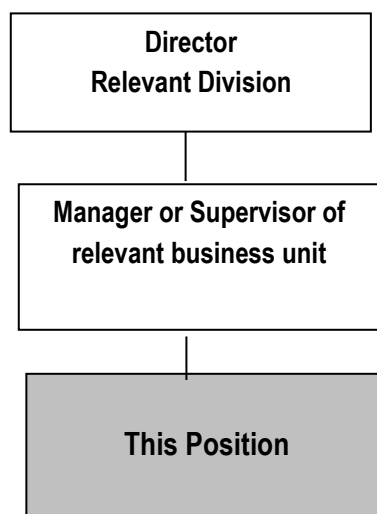
**Respect** We care about our clients and the community in which we live

**Innovation** We are committed to continuous improvement

**Transparency** We are an open and accountable organisation

## Reporting Relationships

### Family Law / Criminal Law / Civil Law



## Scope of Duties

- Carries out all aspects of word processing duties and provides administrative support including typing letters, minutes, court documents where appropriate, digital dictaphone and copy typing, handling and screening of telephone calls and facsimile communications, and reception duties.
- Performs data input into the Legal Aid Office system and other data systems as directed.
- Handles all aspects of file management in accordance with Quality Practice Standards.
- Refers clients requiring assistance to appropriate assessors, agencies or specialist services.
- Provides relief work as required and assists generally as directed.
- Embraces the use of new technologies to support service improvements.

### **For Level 2, all of the above plus:**

- Prepares simple legal documents unsupervised.
- Provides general information, assistance and answers clients' queries over the telephone and in person.
- Undertakes general operational duties including managing suppliers' accounts, purchase orders, training staff and other duties required by the Manager.
- Other duties as required.

## **Selection Criteria**

*Only the criteria in bold 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**

- Accurate keyboard skills, including data entry experience and knowledge of MS Word.
- **Ability to work within a busy team environment with minimal supervision.**
- **Well developed communication and interpersonal skills and a proven ability to deal with people at all levels, particularly persons in a distressed or agitated state.**

### **FOR LEVEL 2, all the above plus:**

- **A minimum of 12 months secretarial experience preferably in a legal environment.**
- Proven ability to produce templates & original documents on a word processor.
- Understanding of legal terminology.
- **Proven ability in providing information to clients and assessing client needs.**

### **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.

### **DESIRABLE**

- Certificate II in Business Studies or equivalent tertiary qualifications
- Paralegal skills

### **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.