



Applicant Information Pack

The Law Clerk's within the Office are responsible for the following outcomes:

Management of Legal Matters / Files

Through your supervisor, when assisting a lawyer and contributing to the management of a legal matter, you will be responsible for:

- Examining and following client or supervisors instructions.
- Preparing a variety of routine court documents and/or drafting correspondence.
- Providing routine research in relation to a matter or number of matters (locating case law and/or witness availability details).
- Arranging and/or attending Registries and Courts for the filing and service of legal documents.
- Answering routine procedural enquiries (verbal and/or via correspondence).
- Arranging the payment of invoices / accounts.

Information and Knowledge Management

- Accessing and using computer systems appropriately in the conduct of a matter. This may include: data entry in file creations; updating information management systems; recording time allocation for the purposes of billing / costing; searching for documents, records, or files etc. The systems this office currently uses are: TRIM, Open Practice, Electronic Document Management, Time and Matter Costing System and the standard office packages such as Word, Excel, and Lotus Notes.

Administrative Support

- Photocopying and binding
- General filing, collating files and documents.

Team Work

- Participates constructively and positively with Legal Officers in the management of their matters.
- Participates constructively and positively within workplace teams to achieve results. Positively contributes to any improvement initiatives implemented within the office.
- Exhibits behaviour conducive to a positive and innovative culture.



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The Legal Assistant's within the Office are responsible for the following outcomes:

Solicitor Support

- Diary management for scheduling meetings and resources;
- Dictaphone typing of correspondence and collation of legal documents;
- Screening and directing telephone calls;
- Sorting, printing and filing correspondence and documents;
- Scanning, photocopying and binding of materials;
- Organising the service or delivery of documents;
- Arranging the creation and consolidation of files and file volumes;
 - Arranges travel, accommodation bookings, vehicle hire, and preparation of travel claim forms;
 - Provide assistance with formatting correspondence and documents;
 - Other duties as required.

Paralegal Support

- Under the supervision of Senior Managing Law Clerks, provides paralegal support including the drafting of routine court documents, correspondence and emails, e-Lodgment of documents, and liaising with clients and other parties.
- Prepare briefs and other documentation for lawyers and internal/external counsel.

Maintaining Legal Practice and Billing Systems

- Assists allocated lawyers to record time allocations and enters billing information into a matter costing system (Time & Matter Costing).
- Searches and enters data into a records management system.
- Searches, creates tasks, completes tasks and inputs data into a legal practice management system for tracking the progress and status of matters and hearing dates.
- Produces documents using the document production system.

Teamwork

- Proactively supports colleagues in the achievement of team goals.
- Demonstrates a flexible approach to supporting other Practice Areas and paralegal support teams to meet urgent or changing priorities.

Are you eligible to apply?

To be eligible for a permanent appointment, you must be an Australian or New Zealand citizenship or permanent residency.

To be eligible for a Fixed-term appointment, you must have working rights in Australia and will require a valid working visa for the duration of the contract.

All employees are required to undergo our employee screening process, which includes an Integrity Declaration and online criminal history check. The Department uses a number of third-part providers including DocuSign and InterCheck. These providers will **not** seek payment from you, as payment is charged to the Department.

There may be other eligibility requirements on an advertisement, such as a Working with Children Check. Check the eligibility section of the advertisement to see if there are any qualification requirements for the position you are applying for.



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The Recruitment and Selection Process

There are two different kinds of advertising:

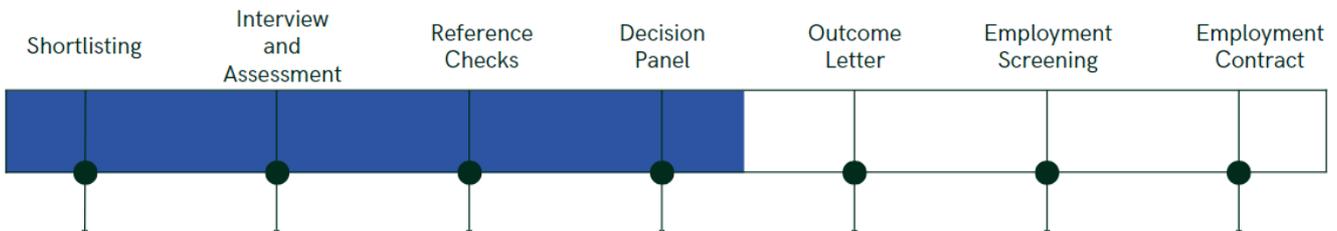
A single vacancy is used to fill one or two individual positions following a merit process. You may be deemed suitable but not recommended from a single vacancy process, meaning that you may be offered employment into a similar position, should one become available within 12 months of the merit selection.

Pool recruitment is used to establish a 'pool' of people who are all suitable against a generic position. Applicants from this pool process are eligible to receive an offer of employment within 6 to 18 months, depending on the conditions set out in the advertisement, of the pool opening. Acceptance into an employment pool does not guarantee appointment within the Public Sector.



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Both single vacancies and recruitment pools follow the same recruitment process steps, as follows:



Step 1 – Read the job advertisement

It is strongly recommended that you read the job advertisement and any other information provided carefully. This will give you a sense of the role and responsibilities of the position and whether it is right for you.

The Job Description Form (JDF) gives you an overview of the Office and the role. It is recommended that you read the JDF to ensure that you have the correct skills and abilities to apply for the position and to ensure that the position aligns with your career goals.

The advertisement can sometimes contain information that is not in the JDF, so it is always recommended that you read the job advertisement. The job advertisement has been tailored to give you an idea of the duties and responsibilities of the role.

Step 2 – Consider contacting the hiring manager

You may however, after reading the advertisement applicant information pack still have some questions regarding the vacancy. We have included the hiring managers contact number or email in the advertisement. You are welcome to contact them within core business hours (8:30 am to 4:30 pm Monday to Friday).

Some questions you may want to ask are:

- Do you offer flexible working hours or locations (such as Working from Home arrangements)?
- What opportunities for professional development does the Office offer?
- What are the key challenges you expect the successful candidate to face?
- What are your short- and long-term goals for the position?
- How long do you anticipate the recruitment process to take before it is finalised?

Step 3 – Reflect

After reviewing the advertisement and possible consultation with the hiring manager, it is time to see if the advertised position is something that you are interested in. Start by asking yourself the following three questions:

- Do I have the correct qualifications?
- Do I have the relevant skills and experience?
- Does the role support my long term career goals?

If you said yes to the above three questions, it is time to start drafting your application!



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Step 4 – Preparing your application

Every job advertisement has different application requirements. It is important to read the how to apply section of the advertisement clearly, to properly understand what the hiring manager is asking from you. Common requirements for a vacancy are:

- A comprehensive CV
- A cover letter addressing key criteria that is listed underneath the request or;
- A cover letter addressing specific Job related requirements found in the JDF (if one is supplied)
- Contact details of two referees, with one being your current Supervisor or Manager.

We are committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of Aboriginal Australians, people with disability, youth and other diversity groups. People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

Applicants with disability requiring adjustments or accessibility requirements at any stage of the recruitment process can contact the State Solicitor's Office HR Team at ssohr@sso.wa.gov.au for a confidential discussion.



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Curriculum Vitae (CV) / Resume

Your CV is essential for effectively marketing yourself to potential employers and a good CV can maximise your opportunity for a vacancy. Your CV is somewhere you can showcase your Skills and Experience while also being your first impression to the panel.

A good CV should be:

- Up to date, including your contact details and the contact details of your two referees:
 - Your referees should be one current supervisor or manager and one recent supervisor or manager.
 - Ensure you get permission from your referees to be a reference for you.
- Tailored to the role that you are applying for, so that the most relevant skills and experience are highlighted to the panel.
- Showcasing your achievements in previous roles, by providing short examples of accomplishments such as successful projects, completed training and your qualifications.
- Clear of any typos or mistakes.
- Clear and concise, easy to read and professional.

Responding to the selection criteria

Your response to the selection criteria that are requested, whether that be job related requirements, responsibilities of the role or questions that have been asked in the advertisement, is how the panel understand how you will work if you were to be successful for the advertised role. To write a successful response to the selection criteria, we recommend:

- Ensuring you have read the advertisement thoroughly, so that you are aware of which requirements you are required to respond to and how long your response needs to be, as there are often page limits applied.
- It is recommended that you use the STAR format, as follows:
 - **Situation:** Describe the context within which you performed a task or faced a challenge. Provide enough detail for the panel to understand the situation, but not too much that they get confused as to what occurred.
 - **Task:** Explain the specific task or responsibility in the situation. What was your role?
 - **Action:** Detail the action that you took to address the situation and emphasise on your skills that align with the requirement you are being assessed on.
 - **Result:** Explain the outcome of your action to the situation. Highlighting any positive feedback and the value you brought to the situation.



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Step 5 - Polish and submit

- Ensure you have proofread your CV and application, checking for spelling mistakes and typos.
- Ask someone else to read over your application as a fresh set of eyes can spot things you can't!
- Ensure your documents are a maximum of 2MB per attachment (or 8MB in total) and are in one of the following formats.
 - Microsoft Word
 - Adobe PDF
 - JPEG
 - GIF
- Ensure you have adequate time to submit your application (approx. 30 minutes) as late applications are not accepted by the system and technical errors are a risk.

You can only apply through the WA Government Jobs Board by clicking on the 'Apply for Job' button at the top or bottom of the advertisement.

- There will be some online questions you will need to respond to, so ensure your personal details and contact information is up to date.
- Attach all information requested in the advertisement, including CV, responses to the role requirements, and qualifications (if applicable).

On submission, you will receive an email notification confirming we have received your application.

What comes next?

The shortlisting process

Once the job advertisement has closed, the panel will assess all applications against the requirements specified in the advertisement to determine those that are most competitive.

The most competitive applicants will be contacted and invited to the next stage of the selection process, which may involve an interview or a combination of selection activities including skills assessments, presentations and/or providing work samples. Any assessment tools used within the selection process will relate to the role and be designed to assess your ability to meet the requirements and capabilities of the role as listed in the Job Description Form.

The panel will commence shortlisting once the advertisement is closed. The panel will be comparing your statement and CV against the requirements that you were requested to address.

The most competitive applicants will be invited to attend the next stage in the selection process, interview.

The interview process

Congratulations on making it through the shortlisting stage and into the interview stage. Interviews for the State Solicitor's Office are held at David Malcolm Justice Centre.

Interview Structure

When you receive your invitation to your interview, you will be requested to arrive 15 minutes early to



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the office to ensure you have enough time to get through building security.

Once someone comes and collects you from level 23, they will take you into the reading room for your 15 minutes of preparation time. You will be given 15 minutes and access to the interview questions that you will be asked by the panel. In that time, you may prepare any notes on the paper provided to you for the interview. The paper will need to remain in the interview room after your interview. These notes are not assessed, however are retained for confidentiality reasons. For interview structure, the STAR format is highly recommended.

Once you have completed your 15 minutes, you will be taken to the interview room. You will then be greeted by the pane. You will have 30 minutes to present your responses to the panel, including asking any questions.

The day of your interview

The following points may be helpful for your interview:

- Dress appropriately for the work environment.
- Ensure your invitation to interview is handy in case you need to refer to it.
- Arrive 15 minutes before your interview as per the invitation.
- If you encounter delays, please advise the panel via email so that the panel are aware and can reschedule your interview if needed.
- A panel will consist of a minimum of 3 panel members that contains gender diversity and a subject matter expert of the position.

Referee Reports

At the beginning of your application, you were asked to provide the details of two referees, one being your current manager or supervisor. After your interview, your references may be contacted to further determine your suitability for the role and solidify the panel's impression of you from your interview. Make sure your references agree to be your referees and are available to promptly return a report at the panel's request.

Pre-employment conditions

All appointments require a satisfactory Nationally Coordinated Criminal History Check (NCCHC) which is organised at the cost of the department. A previous criminal conviction or pending charges will not necessarily preclude you from appointment, however the relevance and seriousness of the offence will be taken into account when assessing your suitability for employment with the department. All applicants will be treated fairly, equitably and in accordance with the principles of procedural fairness. Any action taken will be documented in a transparent manner, which is capable of review.



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Other forms of pre-employment requirements for the role will be listed in the advertisement and job description form.

Outcome and feedback

After the panel's final recommendation on the selection process has been made and endorsed, all applicants will be notified of the outcome by email and be provided the opportunity to seek feedback on their application.

Regardless of whether you were successful or not, we strongly encourage you to obtain feedback from the selection panel. This feedback could help you improve your application so you are more competitive in future job opportunities, or provide you with some direction on other career development opportunities. We encourage you to telephone the nominated feedback person within a few days of receiving notification.

Recruitment Breach Claims

We are committed to meeting the [Commissioner's Instruction – Employment Standard](#), which outlines the minimum standards of merit, equity and probity that must be met by the department when filling a vacancy. There is a period of four business days during which you can lodge a breach of standard claim.

If you believe there has been a breach of the Employment Standard, we recommend that you contact the department to discuss your concerns in the first instance. It is important to understand that disagreeing with the selection outcome on the basis of your competitiveness for the role is not grounds for submission of a breach of standard claim.

Further information on how to lodge a breach claim will be distributed to you in your outcome letter.

Further information

If you have any further questions regarding the position you wish to apply for, please get in touch with the contact person on the advertisement. If you have any questions about the recruitment process, please contact the State Solicitor's Office HR Team at SSOHR@sso.wa.gov.au.

Thank you for your interest in working with the State Solicitor's Office. We look forward to reviewing your application!