

**ABORIGINAL LEGAL SERVICE OF WESTERN AUSTRALIA (INC.)
DUTY STATEMENT AND SELECTION CRITERIA**

SECTION 1 - POSITION IDENTIFICATION		EFFECTIVE DATE OF DOCUMENT	
DEPARTMENT: ADMINISTRATION		CLASSIFICATION Grade 1-2 (1.0 FTE)	POSITION NO.: AD-333
UNIT: CORPORATE SERVICES		TITLE: LEGAL SECRETARY	
OFFICE: KUNUNURRA		SALARIES AGREEMENT ALSWA EBA 2017/2019	

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO **TITLE:** DIRECTOR LEGAL SERVICE
CLASSIFICATION: Class 1

RESPONSIBLE TO **TITLE:** MANAGING LAWYER CRIMINAL LAW
CLASSIFICATION: Grade 8-9 (1.0 FTE)

THIS POSITION **TITLE:** **LEGAL SECRETARY**
CLASSIFICATION: Grade 1-2 (1.0 FTE)

TITLE: MGR DATA & SUPPORT SERVICES UNIT
Mentor and data reporting
CLASSIFICATION: Grade 6-8 (1.0FTE)

Positions under direct supervision:	Other positions under control
Title: <i>Classification</i>	Category Number FTE
Nil	

SECTION 3 - KEY RESPONSIBILITIES

The Support Services Unit is responsible for providing a confidential, effective and efficient administrative support service to the Office.

The Legal Secretary will work to;

- Provide a wide range of administrative services including, but not limited to, word processing, audio typing, data entry, file management and reception services;
- Update and maintain ALSWA's client database in accordance with policies, procedures and practices;

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
TITLE: LEGAL SECRETARY	CLASSIFICATION Grade 1-2 (1.0 FTE)	POSITION NO.: AD-333
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
1.0	SECRETARIAL	60
1.1	Prepare correspondence via Dictaphone and/or copy typing, video transcripts, attend to correspondence as allocated by line management, take minutes, handle and/or screen telephone calls, relay messages accurately.	
1.2	Refer clients requiring assistance to the appropriate legal officer, agency or specialist service.	
1.3	Provide reception and/or secretarial relief throughout the ALSWA when required and assist generally as directed.	
1.4	Prepare and amend legal documents unsupervised (within the confines of your delegated authority).	
1.5	Provide general information and assistance to client's queries over the telephone and in person.	
1.6	Diary and email management inclusive of appointment bookings.	
1.7	Assist with clients coming to see Lawyers.	
1.8	Maintain Unit diary/calendar.	
1.9	Preparation of material relating to appeals, trials and hearings.	
2.0	ADMINISTRATION	
2.1	Provide administrative support including: preparing court documents where appropriate, handle facsimile communications and photocopying responsibilities.	
2.2	Undertake general operational duties including forwarding invoices and requests for payment to finance after obtaining necessary signatures.	
2.3	Assist with back-log work from other ALSWA units.	
2.4	Assist Lawyers and Court Officers wherever possible in the performance of their duties.	30
2.5	Perform timely and accurate data entry into database systems including the opening and closing of client files and entering/maintaining short contacts.	
2.6	Handle all aspects of file management in accordance with Quality Practice Standards inclusive of archiving.	
2.7	Embrace the use of new technologies to support service improvements.	
2.8	Maintain allocation lists.	
2.9	Carry out disbursement/billing where appropriate.	
2.10	Assist day-to-day on an administrative basis, both the Managing Officer and Briefing Manager where appropriate.	
3.0	OTHER	
3.1	Provide quality service and performance by participating in a continuous process to monitor, evaluate and develop performance at a personal and service level.	
3.2	Perform duties in accordance with relevant Occupational Safety and Health and Equal Opportunity Legislation.	10
3.3	Perform duties in accordance with the ALSWA's Policies and Procedures.	
3.4	Carry out other duties as directed.	
FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually		

SECTION 5 - SELECTION CRITERIA		EFFECTIVE DATE OF DOCUMENT
TITLE: LEGAL SECRETARY	CLASSIFICATION Grade 1-2 (1.0 FTE)	POSITION NO.: AD-333

ESSENTIAL

1. 1-3 years experience within a legal environment.
2. Demonstrated high level organisational and time management skills with the ability to work under pressure.
3. Evidence of medium to advanced keyboard skills, including data entry experience.
4. Demonstrated ability to work independently or as part of a team with exemplary punctuality (values people, partnership and teamwork).
5. Highly developed interpersonal and communication skills with the ability to communicate effectively with people at all levels.

DESIRABLE

1. Sound knowledge of the Aboriginal community and issues affecting them in the location of employment.
2. Has a clear understanding of the role and function of the Aboriginal Legal Service.
3. Knowledge of and commitment to OH&S, EO and Disability legislation and how they affect the operations of this role.

SECTION 6 - APPOINTMENT FACTORS**LOCATION:**
KUNUNURRA**ACCOMMODATION**
N/A**PREQUIREMENTS SPECIFIC TO THIS POSITION**

- Minimum 1-3 years Secretarial experience.
- Proven typing speed of 70 words per minute (must provide written evidence).
- Resides in location of employment.
- Possession of a current motor vehicle driver's licence.
- Produce a National Police Certificate (your criminal record). Having a criminal record does not necessarily disqualify you from appointment to this position
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
- Outcome and service focused.
- Committed to the principles of social justice.
- Be able to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

ALLOWANCES/SPECIAL CONDITIONS

N/A

SECTION 7 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE: _____
EO/DELEGATED AUTHORITY**SIGNATURE:** _____
CEO / DELEGATED AUTHORITY**DATE:** _____**DATE:** _____

- (ii) As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.

Signed & Acknowledged_____
Dated

CREATED/AMENDED	AUTHORISED	HR MANAGER APPROVED	DATE REGISTERED