

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

<b>SECTION 1 - POSITION IDENTIFICATION</b>			<b>EFFECTIVE DATE OF DOCUMENT</b>
<b>DEPARTMENT:</b> ADMINISTRATION		<b>CLASSIFICATION</b> Grade 3-4 (1.0 FTE)	<b>POSITION NO.:</b>
<b>UNIT:</b> CORPORATE SERVICES		<b>TITLE:</b> <b>SENIOR LEGAL SECRETARY</b>	
<b>OFFICE:</b> BROOME		<b>SALARIES AGREEMENT</b> ALSWA EBA 2019	

**SECTION 2 - POSITION RELATIONSHIPS**

<b>RESPONSIBLE TO</b>	<b>TITLE:</b> EXECUTIVE OFFICER  <b>CLASSIFICATION:</b> Grade 9 (1.0 FTE)
<b>RESPONSIBLE TO</b>	<b>TITLE:</b> MANAGING LAWYER CRIMINAL LAW  <b>CLASSIFICATION:</b> Grade 6-8 (1.0 FTE)
<b>THIS POSITION</b>	<b>TITLE:</b> <b>SENIOR LEGAL SECRETARY</b>  <b>CLASSIFICATION:</b> Grade 3-4 (1.0 FTE)

Positions under direct supervision:		Other positions under control		
Title:	Classification	Category	Number	FTE
Nil				

**SECTION 3 - KEY RESPONSIBILITIES**

In this position the Senior Legal 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.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
TITLE: <b>SENIOR LEGAL SECRETARY</b>	CLASSIFICATION Grade 3-4 (1.0 FTE)	POSITION NO.:
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
<b>1.0</b>	<b>SECRETARIAL</b>	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.	
<b>2.0</b>	<b>ADMINISTRATION</b>	30
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.	
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.	
<b>3.0</b>	<b>OTHER</b>	10
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.	
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: <b>SENIOR LEGAL SECRETARY</b>	CLASSIFICATION Grade 3-4 (1.0 FTE)	POSITION NO.: AD-334

## ESSENTIAL

1. 3-5 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 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.
6. Well developed conceptual, analytical and research skills, with strong attention to detail.

## DESIRABLE

1. Sound knowledge of the Aboriginal community and issues affecting them in the location of employment.
2. 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:**  
BROOME**ACCOMMODATION**  
N/A**PREQUIREMENTS SPECIFIC TO THIS POSITION**

- Minimum 3-5 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