

ROLE DESCRIPTION

DESIGNATION:	Administrative Officer – Part time – 36 hours 15 mins per fortnight
SERVICE:	Regional Legal Services
CLASSIFICATION:	AO2 – Vacancy No : 36/09
LOCATION:	Ipswich
DATE OF REVIEW:	July 2008
ADDITIONAL INFORMATION:	Contact Charmaine Malam on 07 3280 1145 New permanent appointees to positions within Legal Aid Queensland are on three months probation.

PURPOSE OF THE POSITION

Provide litigation support to Legal Officers.

MAJOR DUTIES

1. Provide litigation support in the preparation and conduct of Family Law cases and other cases as required.
2. Provide effective management of filing, records and administrative processes within the standards and procedures set.
3. Process and distribute incoming and outgoing mail.
4. Respond to enquiries by internal and external customers regarding guidelines and related problems.
5. Attend to computer data entry, word processing/typing of all letters, minutes, documents, reports and briefs. Generate legal documentation and arrange for the filing and service of same.

REPORTING RELATIONSHIPS

Director Regional Legal Services



Senior Solicitor



Legal Officers
Administrative Officers

SELECTION CRITERIA

Merit will be assessed on the following basis.

EDUCATION AND QUALIFICATIONS REQUIRED

Nil

SKILLS, KNOWLEDGE AND ABILITIES

Essential

1. Proven ability to perform word processing and type with speed and accuracy.
2. Proven ability to prioritise, complete tasks and meet deadlines with a minimum of supervision and at a high level of efficiency and confidentiality.
3. Demonstrated knowledge and proven ability in clerical, administrative functions including data input into the computer system and records/file management.
4. Sound interpersonal and communication skills including the capacity to deal with members of the public who are in stressful situations.

Highly Desirable

5. Knowledge of Family Court documentation and procedures.
6. Knowledge of, or the ability to rapidly acquire knowledge of, Legal Aid Queensland policies and guidelines and capacity to work within those guidelines.

Note: Applicants should address the above selection criteria in the context of the Major Duties specified within this Role Description

OTHER INFORMATION

Legal Aid Queensland is an Equal Employment Opportunity employer, and expects all employees to act in accordance with its Code of Conduct and with relevant legislation, including the Anti-Discrimination Act and the Equal Employment Opportunity Act.

Legal Aid Queensland buildings and surrounds are a non-smoking environment.

Employees of Legal Aid Queensland are subject to performance feedback and management systems.

Legal Aid Queensland operates a safe system of work, and expects employees to abide by workplace health and safety requirements.

Legal Aid Queensland is an author keying environment, and regularly uses internet and other computer technology in daily business.