

## ROLE DESCRIPTION

---

<b>DESIGNATION:</b>	Part time Litigation Support Officer
<b>SERVICE:</b>	Regional Legal Services
<b>CLASSIFICATION:</b>	AO2 – Vacancy No: 62/09
<b>LOCATION:</b>	Toowoomba
<b>ADDITIONAL INFORMATION:</b>	Contact Wayne Black on 4615 3661

Total remuneration will include employer superannuation contributions, annual leave loading and salary packaging benefits. Please see the Applicant Information Kit for more details.

## YOUR OPPORTUNITY

---

This is an outstanding opportunity for a legal administrator to take on a position delivering high quality family law services to vulnerable and disadvantaged people.

In this diverse and challenging role you will help the lawyers with all administrative activities associated with a case file including preparation of correspondence, legal documents and briefs; data entry, searches and scheduling appointments.

You will also help the other administrative staff to serve the front counter, maintain equipment and supplies, collect and distribute mail, pay accounts and credit card reconciliation.

## YOUR RESPONSIBILITIES

---

1. Provide litigation support services to family lawyers.
2. Help the lawyer with administrative activities associated with a case file including confirming there is no conflict of interest; opening, closing and archiving files; data entry and searches.
3. Prepare correspondence and legal documents, often from dictation.
4. Schedule appointments on behalf of the lawyers with clients, interpreters and other relevant stakeholders.
5. Compile briefs for counsel including photocopying, indexing and typing instructions.
6. Arrange for the filing and service of legal documents and if necessary, personally file and serve documents.
7. Help at the front counter to schedule appointments, provide legal information, referral advice and assist clients to complete applications for legal aid.

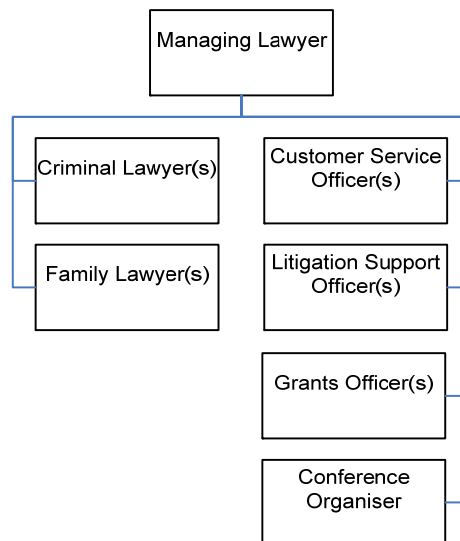
## Role Description

### Part Time Litigation Support Officer

8. Liaise with justice system stakeholders, other government agencies and community organisations in relation to case information.
9. Help with administrative activities including opening and closing the office, maintaining equipment and supplies, mail, records management and other activities as directed.
10. Actively participate in team planning and service improvement activities and comply with corporate responsibilities.

## YOUR REPORTING RELATIONSHIPS

---



## YOUR QUALIFICATIONS

---

There are no mandatory qualifications for this position.

## YOUR CORE CAPABILITIES

---

*Merit and performance will be assessed on these core capabilities:*

- You have demonstrated administrative experience and are able to work independently.
- You ideally have knowledge of legal practices and processes, particularly in relation to crime and/or family.
- You can use information technology systems such as Microsoft Outlook, Word and Excel and can learn organisation specific systems.

## Role Description

### Part Time Litigation Support Officer

- You can communicate effectively with external stakeholders and clients with complex needs and provide courteous, prompt and professional services.
- You can build and sustain positive relationships with team members and contribute to team planning.
- You take on additional duties when required, demonstrate flexibility and reschedule or reorganise work to reflect changes in priority.

### ADDITIONAL INFORMATION

- Appointees to positions are on three months probation.
- Legal Aid Queensland uses the internet and other technology in daily business and staff are expected to use this technology to produce their own documents (including typing and data entry).
- Additional information, including our organisation structure and Applicant Information Kit, is available from [www.legalaid.qld.gov.au](http://www.legalaid.qld.gov.au).

c:\documents and settings\tneedham\local settings\temporary internet files\olkc3\091028litigationsupportoftoowoomba.doc