



## Litigation support officer

Do you want more from your career? Like the chance to do important and interesting work, an exciting career path, excellent working conditions and a competitive salary and benefits package? Then we'd like to hear from you.

Legal Aid Queensland is an independent statutory authority funded by the state and federal governments. We are one of Queensland's largest law firms, providing legal services to more than 200,000 Queenslanders each year.

We're looking for a talented legal administrator to help us deliver high quality family law services to vulnerable and disadvantaged people in the Toowoomba region.

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**Salary:** \$689 to \$827 a fortnight (AO2) — plus leave, superannuation & salary packaging

**Vacancy number:** 62/09

**Status:** Part time (18 hours a week)

**Location:** Toowoomba

**Responsibilities:** Provide administrative and litigation support to family lawyers and other staff; prepare correspondence and legal documents; compile briefs for counsel; file and serve legal documents; respond to client inquiries face-to-face and by phone; liaise with justice system stakeholders; participate in team planning and service improvement activities.

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### How to apply:

- Get the role description from [www.legalaid.qld.gov.au/careers](http://www.legalaid.qld.gov.au/careers) (or call 1300 65 11 88 or email [careers@legalaid.qld.gov.au](mailto:careers@legalaid.qld.gov.au) for a copy)
- Write your responses to the core capabilities
- Send your resume and responses to: Human Resources Manager, Legal Aid Queensland, GPO Box 2449, Brisbane, Qld, 4001

### Applications close:

- Friday, 13 November 2009.

We are an equal opportunity employer and strongly encourage Indigenous Australians to apply.

**Join our team.**  
*Get a career that matters!*