

## ROLE DESCRIPTION

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<b>DESIGNATION:</b>	Administrative Officer – Part time (36 ¼ hours per fortnight over 3 to 5 days per week).
<b>SERVICE:</b>	Regional Legal Services
<b>CLASSIFICATION:</b>	AO2 – Vacancy No : 37/09
<b>LOCATION:</b>	Southport
<b>DATE OF REVIEW:</b>	July 2009
<b>ADDITIONAL INFORMATION:</b>	Contact Michael Moloney on 07 5583 5493  <b>New permanent appointees to positions within Legal Aid Queensland are on three months probation.</b>

## PURPOSE OF THE POSITION

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Provide litigation support to Legal Officers at Legal Aid Southport.

## MAJOR DUTIES

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1. Attend to computer data entry, word processing, preparation of briefs to counsel, and preparation, filing and service of court documents in relation to criminal law and family law matters.
2. Provide effective management of filing, records and administrative processes within the standards and procedures set by the organisation.
3. Provide an information service to clients in person (including clients who are incarcerated) and by telephone, by assisting them to identify the nature and background of their matter and providing assistance where appropriate.
4. Liaise with internal and external stakeholders, including lawyers, court staff, medical and other specialists, and staff from Police Prosecutions and the Office of the Director of Public Prosecutions.
5. Collect, process and distribute incoming and outgoing mail and other materials required by Legal Officers (e.g police briefs).
6. Such other administrative duties as may be required by the office to facilitate the continuous improvement of services to clients.

REPORTING RELATIONSHIPS

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Director Regional Legal Services



**Senior Solicitor**



Legal Officers  
Administrative Officers

SELECTION CRITERIA

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Merit will be assessed on the following basis.

EDUCATION AND QUALIFICATIONS REQUIRED

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Nil

SKILLS, KNOWLEDGE AND ABILITIES

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**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.
5. Proven ability to work as a member of a team.

**Highly Desirable**

6. Knowledge of court processes and procedures relevant to the conduct of criminal law and family law cases.

## Role Description

Administrative Officer – Part time

7. 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.