



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Senior Secretary, Criminal Law Section

LOCATION: Darwin

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Top End of the Northern Territory. We have offices in Darwin, Palmerston and Katherine. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

NAAJA's legal practice is the largest in the Northern Territory, providing high quality, culturally proficient and accessible advice, casework and court advocacy in both criminal and civil law. NAAJA particularly seeks to achieve social justice for Aboriginal and Torres Strait Islander people through strategic litigation, law reform and education.

The criminal law practice consists of criminal solicitors working in the areas of youth summary, indictable and appellate crime, supported by administrative and client service staff who play a vital role in ensuring the provision of effective legal services to our clients.

The successful person will act as the senior secretary in NAAJA's Criminal Law Section and provide administrative, paralegal and secretarial support to the Managing and Deputy Managing Solicitors.

The position requires a multi-skilled, self-motivated person who has an understanding of Aboriginal culture and can work without supervision. Aboriginal people are encouraged to apply.

The position is situated in the Darwin Office of NAAJA although there may be some travel from time to time to the Katherine office.

The work requires high levels of motivation, energy and a commitment to professional excellence.

Suitably qualified Aboriginal and Torres Strait Islander people are encouraged to apply.

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064 DARWIN NT 0801
Tel: 08 8982 5100 Fax: 08 8982 5190

KATHERINE

32 Katherine Terrace
PO Box 1944 KATHERINE NT 0851
Tel: 08 8972 5000 Fax: 08 8972 5050



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REPORTING RELATIONSHIPS

The Senior Secretary Crime will report directly to the Deputy Managing Solicitor.

DUTIES

1. Coordinate the Criminal Supreme Court practice including implementing systems for maintaining and updating records of current matters, allocation of counsel, court dates and other information as required.
2. Attend and support the Managing Solicitor at the Arraignments, Pre-Trial Conferences and Call-Overs relevant to our Supreme Court practice.
3. Maintain and update a central roster system for all Criminal Section matters listing court commitments including contested matters, Supreme Court listings, bush courts and duty allocation.
4. Provide a central point of contact for inter-office referrals and intra office referrals of criminal matter to be re-allocated or referred between internal staff or external agencies.
5. Answer the telephone and provide information and assistance in response to inquiries from clients, staff members and the private profession including referral to outside agencies where appropriate.
6. Provide Solicitors with accurate clerical and administrative support including typing, daily mail processing and distribution, accurate appointment recording, general correspondence, updating legal files, daily photocopying, filing, faxing.
7. Arrange Solicitor travel, itinerary and accommodation arrangements through the Finance Officer.
8. Enter and retrieve client information from the computer, where necessary and ensure that statistics of all clients are correctly recorded.
9. Each day, ensure the availability of a court list, assemble and prepare the relevant files for the following day.
10. Conduct Conflict Checks.
11. Carry out other duties as directed.

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SELECTION CRITERIA

Essential:

1. Must be a competent typist (minimum of 60 words per minute) and have the ability to use a personal computer both as a word processor and filing system.
2. Experience in performing general secretarial duties including screening solicitors calls, making appointments, receiving information for/from clients and assisting clients.
3. Demonstrated highly effective administrative and organisational skills.
4. A sound knowledge and experience in office procedures, including reception and file management (manual and computerised).
5. Demonstrated highly developed interpersonal skills, good oral and written communication and liaison skills.
6. Demonstrated ability to work under supervision and as part of a team.
7. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of the issues affecting Aboriginals and Torres Strait Islander people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander people.
8. A proven ability to work under pressure and meet deadlines.
9. Current NT 'C' Class Driver's Licence.
10. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Please note: applicants for this position must address the selection criteria in their written application.

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Freecall 1800 898 251 ABN 63 118 017 842 Email mail@naaja.org.au

Basic Employment Conditions

Position: Senior Secretary, Criminal Law Section

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Darwin
- 3) **Hours of Work:**
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**
PSO 3 \$57500 - \$61800
As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450.15 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)
- 5) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service
Darwin - \$1,150
- 6) **Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 7) **Annual Leave:**
5 Weeks per annum. Leave loading of 17.5% will be payable on annual leave. An additional 3 days of leave at Christmas, in line with the *NAAJA Enterprise Agreement 2015-2019*
- 8) **Long Service Leave:**
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 9) **Personal (Sick, Bereavement, and Compassionate) Leave:**
15 days per annum. On termination of employment, employees with 7 years continuous service with NAAJA will be entitled to a payout of 50% of unused Sick Leave credits.
- 10) **Other:**
 - Where a Legal Practising Certificate is required, evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
 - Satisfactory Working With Children Clearance Check on commencement
 - Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

Disqualification and conviction of serious offences

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.

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