



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: LEGAL SECRETARY (CRIME)

LOCATION: KATHERINE

RESPONSIBLE TO: OFFICE COORDINATOR, KATHERINE
REGIONAL MANAGING SOLICITOR, KATHERINE

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) aims to empower Aboriginal people and advance the interests and aspirations of the Aboriginal community through the provision of a comprehensive range of legal and support services throughout the Top End of the Northern Territory with a regional office in Katherine.

The Criminal Law Section of NAAJA represents clients in criminal law matters and the successful person will assist legal staff with the preparation of legal documents and correspondence, reports and other documents, and with the administration of the office. The position requires a multi-skilled, self-motivated person who has an understanding of Aboriginal culture, is experienced in complex administrative tasks and has high professional standards.

REPORTING RELATIONSHIPS

The Legal Secretary in the Criminal Law Section of the Katherine Office will report primarily to the Katherine Office Coordinator for day to day office management and the Regional Managing Solicitor for practice management matters.

DUTIES

To provide efficient and confidential secretarial support to the solicitors within the Criminal Law Section of NAAJA as well as administration and other office duties as required.

The key responsibilities of the Legal Secretary will be to:

- arrange appointments for legal staff and carry out any follow up arising from appointments as directed;
- maintain the integrity of the information partition between the Civil and Criminal Law Sections;
- ensure that all client files are maintained according to legal practice standards;
- maintain filing systems and other administration tasks including photocopying and faxing;
- manage criminal law client appointments, undertake accurate conflict checks and where necessary notify solicitors of any conflict,
- enter and retrieve client information from the Client Management System (CMS) and daily resubmits and ensure the correct recording of all client information in CMS;
- open, close, register & update all criminal files & ensure correct recording of information about all clients in CMS;
- prepare and send correspondence for lawyers to clients and referral agencies;
- update Katherine Criminal diary;

- answer phone calls/take and relay messages;
- liaise with prosecutions and courthouse;
- train and guide new recruits, reception and work placement students in office procedures and duties;
- relieve at Reception when required;
- other duties as directed.

SELECTION CRITERIA

Essential

- The skills and personal qualities to act as a CONFIDENTIAL secretary.
- Competent typist (minimum of 50-60 words per minute) with the ability to use a personal computer as both a word processor and filing system.
- Experience in performing general secretarial duties including screening solicitors' calls, making appointments, receiving information for/from clients and generally assisting clients.
- Demonstrated highly effective administrative and organisational skills with a sound knowledge and experience in office procedures.
- Demonstrated highly developed interpersonal and problem solving and liaison skills.
- Demonstrated ability to communicate both orally and in writing.
- Demonstrated ability to work unsupervised and as part of a team.
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and an understanding of the law and justice issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society.
- Ability to work under pressure and meet deadlines.
- Ability to obtain a "Working With Children Clearance" (Ochre Card) upon commencement.
- Current NT "C" Class Driver's licence or ability to readily obtain.
- Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Highly Desirable

- An ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
- An understanding of the role and function of NAAJA and a general knowledge of legal processes.
- Demonstrated ability to prioritize work, use initiative and be flexible in the workplace.

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

Basic Employment Conditions

Position: LEGAL SECRETARY – Crime based in Katherine

- 1) Probationary Period:**
6 months
- 2) Place of Employment:**
Katherine
- 3) Hours of Work:**
37.5 hours per week. 8:00am to 4:30pm Monday to Friday
- 4) Salary/Wages:**
\$52,100 (PSO2.1) - \$55,900 (PSO2.3)
- 5) As a Public Benevolent Institution (PBI) NAAJA can offer up to \$15,899 per annum of the salary, tax-free as a fringe benefit (Conditions Apply).**
- 6) Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service.
Katherine - \$1,350
- 7) Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992.
- 8) 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*.
- 9) 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.
- 10) 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.
- 11) Other:**
 - 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.