**CRIMINAL SECRETRARY (PA)**

**Position Title** Criminal Secretery (PA)

**Salary** **PSO 2.1 $64,244 – PSO 3.1 $70,832** (depending on experience)

**FTE** Full-time 37.5 hours per week

**Position** x2

**Location** Alice Springs

**Commencement** ASAP

**Completion** 30 June 2025

**Reports** **to** Office Manager/Senior PA

**Applications** **Close** COB – Tuesday 2nd April 2024

**About NAAJA:**

Be a part of one of Australia’s most dynamic, diverse, and challenging legal practices. NAAJA provides legal aid for Indigenous people in the Northern Territory, with offices in Darwin, Palmerston, Katherine, Tennant Creek, and Alice Springs.

We are a leading Australian legal service and have received both National and Northern Territory human rights awards for our work. We are committed to providing quality representation for our clients and bringing about long-term change in the justice system. Our staff are motivated, dedicated and do work those matters.

* Salary packaging options
* 6 weeks annual leave per year with leave loading
* Annual airfare

**POSITION OVERVIEW**

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal aid for Aboriginal people in the Northern Territory, with offices in Darwin, Katherine, Tennant Creek, and Alice Springs.

We are recognised as a leading legal service and have received local and national awards for our work. We are committed to providing quality representation for our clients and bringing about long-term change in the justice system.

NAAJA’s Alice Springs Criminal Law Section provides legal services in the Alice Springs Local Court, Supreme Court and in circuit courts across Central Australia.

Our administrative and client service team play a vital role in ensuring that we provide a high quality, accessible and efficient service to our clients.

The work requires high levels of motivation, energy, and a commitment to professional excellence.  On the job training and support are provided.

Aboriginal and Torres Strait Islander people are encouraged to apply.

**DUTIES**

1. Secretaries in the criminal section work within a busy legal practice, providing support and assistance to lawyers, maintaining files to legal practice standards, and working to tight time frames.
2. Secretaries also provide general assistance including registering and photocopying, faxing and other administrative tasks.
3. NAAJA’s client management system (“CMS”) records all our client data. Secretaries are required to enter and retrieve client information correctly while always ensuring client confidentiality.
4. Maintain accurate data entry standards and processing of court files.
5. Good communication skills are essential as Secretaries are required to answer phone calls, record messages, and assist with general reception duties.
6. Other duties as directed.

**SELECTION CRITERIA**

1. Punctual, dedicated and enthusiastic individuals who have an ability to work under supervision and as part of a team.
2. Previous experience in administration and office procedures is preferred but not essential.
3. Demonstrated initiative and an ability to provide a high level of client service.
4. Good communication skills with a particular ability to communicate with Aboriginal and Torres Strait Islander people.
5. Experience in office procedures, including word processing, data entry, email and file keeping.
6. An understanding of the role and function of NAAJA, a general knowledge of the legal process, and an ability to communicate sensitively and effectively with Aboriginal peoples is highly desirable.
7. Ability to work as part of a small team and meet deadlines without supervision.
8. Ability to obtain a “Working with Children Clearance” (Ochre Card) upon commencement.
9. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

**How to Apply:**

Applicants for this position must address the selection criteria in their written application, which should be sent to Recruitment@naaja.org.au. ***Aboriginal and Torres Strait Islander people are strongly encouraged to apply.***