



North Australian Aboriginal Justice Agency

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

Duty Statement Receptionist

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|-----------------------|---|
| Position Title | Receptionist |
| Salary | Grade PSO 1.4 \$62,137 – PSO 2.2 \$68,181 (depending on experience) |
| FTE | Part-time/Fulltime |
| Location | Alice Springs & Tennant Creek |
| Commencement | Immediately |
| Reports to | Office Manager Southern Region, Alice Springs |

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.

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.

REPORTING RELATIONSHIPS

The position reports to the Office Manager, Alice Springs and Criminal Solicitor, Tennant Creek.

DUTIES

1. Provide support and assistance to lawyers, maintaining files to legal practice standards, and working to tight time frames.
2. The Administration Officer also provides general assistance including registering and photocopying, faxing and other administrative tasks.
3. NAAJA's client management system ("CMS") records all of our client data. The Administration Officer is required to enter and retrieve client information correctly while ensuring client confidentiality at all times.
4. Good communication skills are essential as the Administration Officer is required to answer phone calls, record messages and assist with general reception duties.

HEAD OFFICE: DARWIN

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

KATHERINE

10 Third Street
PO Box 1944
KATHERINE NT 0851
Tel: 08 8972 5000
Fax: 08 8972 5050

ALICE SPRINGS

55 Bath Street
PO Box 1670
ALICE SPRINGS NT 0870
Tel: 08 8950 9300
Fax: 08 8953 0784

TENNANT CREEK

61 Paterson Street
PO Box 56
TENNANT CREEK NT 0861
Tel: 08 8962 1332
Fax: 08 8962 2507



North Australian Aboriginal Justice Agency

5. Other duties as directed.

SELECTION CRITERIA

ESSENTIAL:

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. 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.
4. Demonstrated initiative and an ability to provide a high level of client service.
5. Good communication skills with a particular ability to communicate with Aboriginal and Torres Strait Islander people.
6. Experience in office procedures, including word processing, data entry, email and file keeping.
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.

To apply, please address the selection Criteria and send your CV and a cover letter to Recruitment@naaja.org.au

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