

Role Description



Position Title Senior Legal Assistant

Position Number LEG012

Purpose of Role

To provide secretarial and administrative support and assistance to the Legal Services Department to facilitate timely and efficient performance within the department.

Specific Responsibilities

- Provide high level secretarial and administrative support to legal officers requiring the exercise of sound judgement, initiative, sensitivity and confidentiality.
- Provide support to the department by drafting correspondence when required, maintaining accurate legislative and departmental registers, processing tax invoices, researching information and participating in departmental projects.
- Assist with the preparation of legal documentation and briefs to external legal advisors in relation to litigation matters in the Planning and Environment Court, Supreme Court, Land Court, and Magistrates Court.
- Act as an initial point of contact for requests for legal advice from internal stakeholders and assist in monitoring and processing incoming and outgoing communication for timeliness.
- Attend to searching and filing in the Court Registries and other government departments when required.
- Maintain a thorough working knowledge of Council's policies and procedures to clearly communicate information to stakeholders.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Ability to work autonomously to achieve outcomes, taking responsibility for, and contributing to the achievement of the department's outcomes.
- High proficiency with the Microsoft Office suite of programs with highly developed document presentation skills and the ability to develop proficiency with Council's corporate systems.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Certificate III in Business Administration (Legal) or Certificate IV in Business Administration.
- Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

