

Tasmania Legal Aid

Legal Secretary – Statement of Duties

Objective

The position

- provides a high level of secretarial and administrative support to Legal Practitioners within Tasmania Legal Aid;
- co-ordinates an efficient flow of information in documentation, electronic and face-to-face communications on behalf of Tasmania Legal Aid's to clients, practitioners, courts; registries and any other agency as may be required from time to time;
- maintains current knowledge of changes to Court procedures.

Duties

- Co-ordinate secretarial and administrative functions for Legal Practitioners to ensure best practice delivery of services to clients.
- Be the first point of contact between Legal Practitioners and clients, members of the public, legal profession and staff in other government agencies and instrumentalities, and receive all mail and incoming telephone calls on behalf of Tasmania Legal Aid's in-house legal practice.
- Provide secretarial and administrative support including:
 - the maintenance of Legal Practitioners' files within the relevant computer systems including, resubmit systems, diary and any other systems used for support of the in-house legal practice;
 - the carrying out of electronic lodgement of application forms for legal assistance, electronic claims on behalf of Legal Practitioners and disbursement invoices and electronic closing of files on completion of each matter;
 - produce and process confidential documents and correspondence using a broad range of computer software, audio equipment and word processing systems.
- At the direction of the relevant Manager, perform such other secretarial or administrative functions in appropriate areas of Tasmania Legal Aid as required.

Level of responsibility

- Responsible for the effective and efficient delivery of services in accordance with Tasmania Legal Aid's objectives within allocated resources and agreed timeframes.

- Display initiative, discretion and sensitivity in the resolution of both routine and non-standard issues whilst sharing the goals and commitments of Tasmania Legal Aid at all times.
- Responsible for maintaining current knowledge of relevant departmental policies and procedures.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the relevant WHS requirements in the WHS Act.
- Periodically review the work area with your supervisors to assess the WHS aspects of the work done. Review hazards and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- This position reports to the Relevant Civil Law Manager.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. A demonstrated ability to undertake legal secretarial and administrative duties, including the efficient operation of keyboard, digital dictation, word processing equipment and possess a current knowledge of the legal processes from a secretarial perspective.
2. A demonstrated ability to communicate effectively with all individuals who seek service from Tasmania Legal Aid.

3. Well developed organisational and time management skills, and the ability to operate and work with conflicting priorities.
4. A demonstrated ability to handle sensitive matters in dealings with professionals within and outside of Tasmania Legal Aid.
5. Demonstrated ability to work within Tasmania Legal Aid's in-house legal practice, both in an immediate office level, and as part of a Statewide practice.
6. Familiarity with Tasmania Legal Aid's e-business platform, including electronic lodgement of applications for legal assistance.
7. A sound understanding or awareness of Tasmania Legal Aid, its goals and strategies and the proven ability to apply TLA's values in providing services to clients, stakeholders and the Tasmanian community.

Essential requirements

- Nil

Desirable requirements

- Nil

Position Summary

Title	Legal Secretary
Number	Generic
Award	Tasmania State Service Award
Classification	Band 2
Division	Justice and Reform
Full Time Equivalent	1.0
Output Group	Tasmania Legal Aid
Branch	Civil Law
Supervisor	Relevant Manager
Direct Reports	Nil
Location	North, North West, South
Position category and funding	T 167