

Tasmania Legal Aid

Legal Secretary – Statement of Duties

Objective

The position is responsible for providing a high level of Safe At Home (SAH) and Family Law secretarial and administrative support to practitioners within Tasmania Legal Aid (TLA). This includes:

- co-ordinating an efficient flow of information in documentary, electronic and face-to-face communications on behalf of TLA's Safe at Home and Family Law practices to clients, practitioners, courts, registries and any other agencies or organisations as may be required from time to time;
- maintaining current knowledge of changes to Magistrates Court and Family Court procedures; and
- maintaining the confidential filing system and undertaking liaison and reception duties as appropriate.

Duties

- Co-ordinate the secretarial and administrative functions of the Safe At Home Program to ensure smooth delivery of services to clients of the program.
- Be the first point of contact between clients, members of the public, legal profession and staff in other government agencies and instrumentalities and the assigned practitioners, and receive all mail and e-mail and incoming telephone calls.
- Provide secretarial and administrative support including:
 - the maintenance of individual practitioners' files within TLA's computer system, resubmit systems, diary and any other systems used for support of the in-house legal practice.
 - produce and process confidential documents and correspondence using a broad range of computer software, digital audio equipment and word processing systems.
- Perform such other secretarial or administrative functions in appropriate areas of the TLA as required.

Level of responsibility

- Responsible for the effective and efficient delivery of the Safe at Home services in accordance with the directions, policies and guidelines of TLA and within allocated resources and agreed timelines. Responsible for maintaining knowledge of the relevant areas of law/process and maintaining effective professional relationships with client organisations.
- Conduct 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 SAH Practice Manager and, as directed, to the Associate Director - Family Law.

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.

- Experience as a legal secretary with a demonstrated ability to undertake secretarial and administrative duties, including the efficient operation of keyboard and word processing equipment.
- A demonstrated ability to communicate effectively with all individuals who seek service from the Tasmania Legal Aid.
- Well-developed organisational and time-management skills, and the ability to work with conflicting priorities.
- A demonstrated ability to handle sensitive matters in dealings with professionals within and outside Tasmania Legal Aid, as well as the ability to work with a professional group of lawyers and other stakeholders, both at an immediate office level and as part of a State-wide practice.

- Proven effectiveness as a team worker, an ability to contribute to and enhance the collegiate and mutually-supportive workplace culture throughout Tasmania Legal Aid and the ability to model inclusive and respectful behaviours to other staff.
- Sound understanding of Tasmania Legal Aid, its goals and strategies and the proven ability to apply TLA's values in providing services to clients, stakeholders and Tasmanian community.

Essential requirements

- Nil.

Desirable requirements

- Significant current experience in the area of family law as a legal secretary.

Position Summary

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| Title | Legal Secretary |
| Number | Generic |
| Award | Tasmanian State Service Award |
| Classification | General Stream, Band 2 |
| Division | Corrections and Justice |
| Full Time Equivalent | 1.0 |
| Output Group | Tasmania Legal Aid |
| Branch | Safe At Home |
| Supervisor | Manager - Safe at Home |
| Direct Reports | Nil |
| Location | North, South, North West |
| Position category and funding | Tasmania Legal Aid |