

Crown Law

Legal Administration Officer – Statement of Duties

Objective

This position assists Crown Law legal practitioners in the conduct and management of the business of the Office by providing high level administrative and clerical support in civil litigation matters.

Duties

- Provide comprehensive clerical assistance and support including high quality document production and preparation of correspondence and other legal documents to a high degree of precision and accuracy to support the efficient and effective delivery of civil litigation services.
- Undertake a wide range of clerical and administrative duties to support the efficient and effective delivery of civil law services by the State Litigation Office, including opening, closing and archiving civil files, the preparation and compiling of court and other legal documents.
- Undertake transcription services for legal practitioners with a high level of speed and accuracy.
- Undertake data entry including the updating and maintenance of the legal practice database, and utilise the database tools for preparation of documentation.
- Provide personal and telephone reception facilities of a high quality ensuring sensitive and confidential handling of enquiries, including attending to public enquiries, liaison with self-represented litigants, the legal profession, courts and tribunals.
- Ordering and receipting stationery requirements and undertake daily maintenance of office equipment.
- Work collaboratively as part of a team including providing support and guidance to administrative assistant positions.
- Provide relief for other administrative and clerical positions in Crown Law as required.

Level of responsibility

Responsible for the effective and efficient delivery of clerical and administrative services in accordance with the directions, policies and guidelines of the State Litigation Office and within allocated resources and agreed timeframes

Expected to exercise initiative, discretion and sensitivity in the resolution of both routine and non-standard issues.

Responsible for maintaining current knowledge of relevant departmental policies and procedures.

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

General supervision and direction is provided by the Senior Executive Officer but substantial autonomy in determining priorities is a feature of the role. Expected to be able to use initiative and exercise discretion in resolving non-standard issues.

Selection criteria

1. Demonstrated knowledge of civil litigation dealings in a government context together with the ability to undertake a broad range of practices and procedures in a timely and accurate manner.
2. Proven ability to provide efficient and professional administrative support including file management, preparation of correspondence, and day to day office management services with the ability to deal with highly confidential material in a sensitive and appropriate manner.
3. High level communication skills, with the ability to clearly, accurately and diplomatically interact and liaise with stakeholders at all levels.
4. A high level of self-motivation and initiative including the ability to work without direct supervision, and to exercise judgment and discretion.
5. Proven ability to work either individually or as part of a team in the efficient and timely delivery of professional client services.
6. Sound computer skills using standard office software (Word, Excel, Power Point, email and diary systems), together with high level word processing skills and capacity to use practice management software such as Visual Files.

Essential requirements

- Nil

Desirable requirements

- Nil

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences

- Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position Summary

Title	Legal Administration Officer
Number	354858
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	State Litigation Office
Full Time Equivalent	1.0FTE
Output Group	Crown Law
Branch	Hobart
Supervisor	Senior Executive Officer
Direct Reports	Nil
Location	Hobart
Position category and funding	A505