

Crown Law

Senior Conveyancing Clerk – Statement of Duties

Objective

The position contributes by assisting the Crown Solicitor in the conduct and management of the business of his Office by acting as a conveyancing clerk and providing administrative support.

Duties

- Attend to the steps and requirements entailed to buy and sell land for the Crown and instrumentalities of the Crown including:
 - Preparing all documentation necessary for acquisition, purchase, mortgaging or disposal of land (including preparing settlement figures);
 - Investigating, searching and verifying property titles;
 - Drafting and finalising vesting instruments;
 - Attending property settlements;
 - Attending to lodge documentation for registration (where applicable);
 - Attending to correspondence;
 - Preparing financial settlement statements
- Update and maintain the legal practice database, and use database tools to prepare documents.
- Explain the conveyancing processes to clients and liaising and updating client of the file status.
- Effectively liaising with external parties including with vendors, purchasers, mortgagors, mortgagees, real estate agents and legal practitioners and conveyancers in relation to land dealings on behalf of the Crown.
- Administer the Practice Management Systems and the Knowledge Management System including development of business rules, as applicable.
- Perform other duties consistent with the assigned classification and in accordance with the skills, competence and training of the occupant.

Level of responsibility

- Responsible for the effective and efficient delivery of conveyancing and administrative support services in accordance with the directions, policies and guidelines of the Crown Solicitor and within allocated resources and agreed timeframes.
- Responsible for maintaining a detailed knowledge of the conveyancing practices and procedures.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the *WHS Act*.

- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- 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 direction and general supervision received from the Special Counsel (Property) in respect of conveyancing.
- Expected to be able to use initiative and exercise discretion in resolving non-standard issues.

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. Extensive knowledge of conveyancing practices and procedures together with a demonstrated ability to undertake a broad range of conveyancing transactions in a timely and accurate manner.
2. Demonstrated knowledge of the *Crown Lands Act* or the capacity to quickly acquire such knowledge.
3. High level communication, negotiation and conflict resolution skills, with the ability to clearly, accurately and diplomatically interact and liaise with stakeholders at all levels.
4. Substantial clerical experience relevant to the nature of the duties including the capacity to maintain records, including electronic records, with meticulous accuracy.
5. Demonstrated knowledge and experience in the use of information and knowledge management systems in a legal environment, or the capacity to quickly acquire the knowledge.

Essential requirements

- Nil

Desirable requirements

- Diploma in business Administration or Business (Legal Services)

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	Senior Conveyancing Clerk
Number	350035, 357423, 357939
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Crown Law
Full Time Equivalent	1.0
Output Group	Office of the Crown Solicitor
Branch	Business Support
Supervisor	Special Counsel (Property)
Direct Reports	Nil
Location	Hobart
Position category and funding	Permanent Position: Cost Code: A627