

Position Title:	Paralegal, Self Representation Service, Federal Court
Reports to:	Senior Lawyer and Lawyer, Self Representation Service, Federal Courts, Principal Solicitors
Date:	December 2019

SUMMARY

To assist with the coordination and management of Self Representation Service (SRS) Federal Court and Federal Circuit Court by providing legal and administrative assistance to the Senior Lawyer and Lawyer SRS, Federal Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Undertake general reception and administrative duties including day-to-day management of the SRS Federal Court office.
2. Assist with answering of telephones, including responding to and managing general enquiries and enquiries from prospective clients, volunteer lawyers and other stakeholders.
3. Assist potential clients to complete the LawRight application form if required and provide necessary documents.
4. Undertake an initial assessment of the eligibility of applicants for assistance.
5. Make appointments for clients and liaise with SRS Federal Court lawyers and volunteer solicitors as necessary to ensure conflict checks are undertaken and all documents and materials are briefed to the solicitors in a timely manner each week.
6. Assist to open, maintain and close client files, and maintain the client database, as required.
7. Develop and maintain knowledge on the processes and procedures of the jurisdictions in which the SRS Federal Court operates, and provide this information to clients and potential clients under the supervision of the SRS Federal Court Lawyers.
8. Conduct legal research, draft correspondence and briefs to volunteer solicitors as requested.
9. Assist SRS Federal Court Lawyers to organise volunteer support, including liaising with partner law firms and preparing rosters for volunteer solicitors.
10. Develop and maintain legal and other resources for SRS Federal Court under the supervision of the SRS Federal Court Lawyers, including maintaining LawRight's webpage.
11. Assist with the preparation of training, promotional, and law and policy reform materials.
12. Participate in the general activities of LawRight and assist with the general running of the LawRight office.
13. Undertake other tasks as requested.

EXPERIENCE, SKILLS & ABILITIES

To perform this role successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, skills and abilities required.

1. High level legal research skills.
2. High level oral and written communication skills.
3. Administrative and organisational skills.
4. Interest in issues confronted by self-represented litigants.
5. Strong commitment to access to justice and particularly committed to overcoming systemic barriers and hurdles.

FORMAL QUALIFICATIONS

Bachelor of Laws or final year student enrolled in Bachelor of Laws.

HOURS

9am to 5pm, 3 days per week (21.75 hours).

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES include the following:

1. working in a healthy and safe manner;
2. encouraging others to work in a healthy and safe manner;
3. discouraging others from working in an unsafe manner;
4. co-operating with, supporting and promoting occupational health and safety in the workplace; and
5. reporting or rectifying all potential and actual workplace hazards, injuries, incidents and health concerns that come to your attention.

ENVIRONMENTAL IMPACT RESPONSIBILITY

Ensure the environmental impact LawRight has is minimised where possible and use LawRight resources effectively to achieve this.