

<b>Position Title:</b>	<b>Lawyer, Court and Tribunal Services, State Courts</b>
<b>Reports to:</b>	<b>Managing Lawyer and Senior Lawyer, Court and Tribunal Services</b>
<b>Date:</b>	<b>January 2021</b>

### **SUMMARY**

The State Courts office of LawRight's Court & Tribunal Service coordinates pro bono resources to provide unbundled legal assistance, pro bono referrals and mediations for self represented parties, together with representation in selected matters. The Service assists with matters in the Queensland District and Supreme Courts and Court of Appeal and in the Magistrates Court of Queensland.

The Lawyer, Court and Tribunal Services, State Courts will support the Managing Lawyer and Senior Lawyer of the service in the delivery of pro bono legal services.

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

1. Assist with client and casework management, including by supervising clinic students and student volunteers.
2. Receive applications from potential clients of LawRight and undertake assessment of their eligibility for assistance.
3. Conduct casework under the supervision of the Managing Lawyer and Senior Lawyer, including by providing legal assistance services to clients and preparing correspondence and briefs to stakeholders.
4. Make appointments for clients and liaise with volunteer solicitors as necessary to ensure conflict checks are undertaken and all documents and material are sent to volunteers in a timely manner.
5. Identify appropriate referrals to LawRight member firms and barristers and support the referral process as required.
6. Refer clients to other appropriate agencies and support organisations for assistance.
7. Assist the Managing Lawyer and Senior Lawyer to liaise with all relevant stakeholders and non- legal agencies, including by attending meetings, holding information sessions and all other promotional and engagement activities.
8. Assist with the coordination of induction and training of volunteer lawyers, student volunteers and non-legal agencies, including developing training materials and liaising with presenters.
9. Assist with the development and maintenance of LawRight resources, including templates, precedents and fact sheets.
10. Conduct research on relevant issues – procedural, legal and systemic policy issues.
11. Assist with reports to the LawRight management committee and LawRight publications.
12. Participate in the general activities of LawRight and assist with the general running of LawRight offices, including answering phone calls.
13. Undertaking other tasks as requested by LawRight senior staff.