



North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email mail@naaja.org.au

Duty Statement

POSITION: SENIOR SECRETARY, CRIMINAL LAW SECTION

LOCATION: ALICE SPRINGS

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal aid for Aboriginal people in the Northern Territory, with offices in Darwin, Katherine, Tennant Creek and Alice Springs.

We are recognised as a leading legal service and have received local and national awards for our work. We are committed to providing quality representation for our clients and bringing about long term change in the justice system.

NAAJA's Alice Springs Criminal Law Section provides legal services in the Alice Springs Magistrates Court, Supreme Court and in circuit courts across Central Australia.

Our administrative and client service team play a vital role in ensuring that we provide a high quality, accessible and efficient service to our clients.

The work requires high levels of motivation, energy and a commitment to professional excellence. On the job training and support are provided.

Aboriginal and Torres Strait Islander people are encouraged to apply.

REPORTING RELATIONSHIPS

The position reports to the Practice Manager.

DUTIES

1. To manage the secretaries in the criminal law team.
 2. Provide a central point of contact for inter-office referrals and intra office referrals of criminal matter to be re-allocated or referred between internal staff or external agencies.
 3. Answer the telephone and provide information and assistance in response to inquiries from clients, staff members and the private profession including referral to outside agencies where appropriate.
 4. Provide solicitors with accurate clerical and administrative support including typing, daily mail processing and distribution, accurate appointment recording, general correspondence, updating legal files, daily photocopying, filing, faxing.
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HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100
Fax: 08 8982 5190

KATHERINE

10 Third Street
PO Box 1944
KATHERINE NT 0851
Tel: 08 8972 5000
Fax: 08 8972 5050

ALICE SPRINGS

55 Bath Street
PO Box 1670
ALICE SPRINGS NT 0870
Tel: 08 8950 9300
Fax: 08 8953 0784

TENNANT CREEK

61 Patterson Street
PO Box 56
TENNANT CREEK NT 0861
Tel: 08 8962 1332
Fax: 08 8962 2507



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5. Supervise, train and guide new recruits in office procedures and duties.
6. Enter and retrieve client information from the computer, where necessary and ensure that statistics of all clients are correctly recorded.
7. Carry out other duties as directed.

SELECTION CRITERIA

ESSENTIAL:

1. Must be a competent typist (minimum of 60 words per minute) and have the ability to use a personal computer both as a word processor and filing system.
2. Experience in performing general secretarial duties including screening solicitors calls, making appointments, receiving information for/from clients and assisting clients.
3. Demonstrated highly effective administrative and organisational skills.
4. A sound knowledge and experience in office procedures, including reception and file management (manual and computerised).
5. Demonstrated highly developed interpersonal skills, good oral and written communication and liaison skills.
6. Demonstrated ability to work under supervision and as part of a team.
7. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of the issues affecting Aboriginals and Torres Strait Islander people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander people.
8. A proven ability to work under pressure and meet deadlines.
9. Current NT 'C' Class Driver's Licence.
10. Ability to obtain a satisfactory "Working With Children Clearance" (Ochre Card) upon commencement.
11. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Please note: applicants for this position must address the selection criteria in their written application.

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Basic Employment Conditions

Position: SENIOR SECRETARY, CRIMINAL LAW SECTION

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Alice Springs
- 3) **Hours of Work:**
37.5 hours per week. 8:00am - 4:30pm Monday to Friday
- 4) **Salary/Wages:**
PSO4 \$72,778 - \$80,310 per annum
As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)
- 5) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service – Alice Springs \$1,150
Remote Allowance – Alice Springs \$3,300pa (pro rata if less than full time) paid on a fortnightly basis
- 6) **Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 7) **Annual Leave:**
6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.
- 8) **Long Service Leave:**
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 9) **Personal / Carer's Leave:**
15 days per annum.
- 10) **Other:**
 - Where a Legal Practising Certificate is required, evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
 - Satisfactory Working With Children Clearance Check on commencement
 - Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

Disqualification and conviction of serious offences

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.

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