



POSITION DESCRIPTION

Position Title	Legal Assistant / Paralegal
Location	Darwin Office
SCHADS Award Level	Classification Level 2
Remuneration	Salary \$56,131.40 to \$61,248.20 (value of salary package \$60,738 to \$66,539 dependent on personal circumstances - as a Public Benevolent Institution (PBI) NAAFLS can offer up to \$15,899 per annum of the salary, Tax-free as a fringe benefit (conditions apply).
Hours of work	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
Employment Type	Full-time ongoing position (<i>subject to funding</i>)
Superannuation	9.50%
Leave Entitlement	6 weeks per annum plus 17.5% leave loading
Reports To	Principal Lawyer
Closing Date	28 June 2021
Information for Applicants	Email applications including a one-page summary sheet outlining how you meet the selection criteria and your current resume/cv to hr@naafls.com.au
Additional Information	HR & Operations Manager on 08 8923 8200 or email hr@naafls.com.au

Key Duties and Responsibilities:

1. Provide a high level of secretarial support to the Principal Lawyer including diary management, answering and triaging calls, arranging meetings and other administrative tasks.
2. Liaise with external organisations and stakeholders as required.
3. Enter and retrieve client information from NAAFLS' electronic file management and statistical information systems, in an accurate and timely manner, ensuring client confidentiality at all times.
4. Undertake legal research tasks as directed
5. Prepare briefs and other Court materials including the drafting of documents
6. Provide administrative support to the Legal Team including setting up client meetings, rooms and relevant equipment.
7. Contribute to the ongoing development and maintenance of processes and procedures within the organisation to ensure consistent and accurate services are maintained.
8. Provide administrative support for the organisation as directed by the Principal Lawyer.

Selection Criteria:

Essential

1. Previous experience providing high level of confidential secretarial support in a busy work environment.
2. Knowledge and experience in diary management, minuting meetings and other administrative procedures.
3. Strong interpersonal skills to facilitate daily interaction with lawyers, paralegals, staff, clients, opposing counsel, judicial personnel, and other third-parties.
4. Excellent attention to detail and proven ability to exercise initiative, determine workload priorities and complete tasks within required timeframes
5. Demonstrated ability using a range of computer programs and databases.
6. Ability to communicate sensitively and effectively with Indigenous people in a service delivery environment.
7. Ability to obtain a Working With Children Clearance (WWCC) and undergo a Criminal History Check.
8. Possess a current 'C' Class NT Drivers Licence.

Desirable

1. Experience in a law firm, law court or a community legal centre.