

JOB AND PERSON SPECIFICATION

Position:	Legal Officer
Classification Code:	LSC2
Office:	Port Augusta
Section:	Criminal Law Practice Division
ANZSCO:	271311

Status:

- ☐ Ongoing
- ☒ Contract Term: 12 months
- ☐ Other Term:

Job and Person Specifications Approval



Director_____
Date

26/09/2022

JOB SPECIFICATION

Summary of Role

The Legal Officer will undertake an assigned Criminal case file load as solicitor in the Magistrates, Youth and District Court as directed by the Manager of the Criminal Law Practice Division and may conduct as counsel less complex Magistrates/Youth Court summary trials under supervision.

The Legal Officer LSC2 will conduct guilty plea submissions in appropriate matters in the District Court and may conduct as counsel, under supervision, less complex Justice Appeals and Bail Reviews from the Magistrates and Youth Courts to the Supreme Court.

Reporting/Working Relationships

Report to: Manager, Criminal Law Practice Division through LSC4 Legal Officer, Port Augusta

Direct Reports: NIL

Special Conditions

- Some out of hour's work may be required.
 - Some intra/interstate travel may be required.
 - The incumbent may be required to work at any of the Commission's offices as the Commission's needs may require.
 - Employment is dependent upon a National Crime Check Certificate and relevant DHS Background Screening Clearances that the Commission finds satisfactory.
 - Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code) relevant legislation and Commission policies and procedures.
 - Maintain strict confidentiality, ensuring compliance with Section 31A of the *Legal Services Commission Act 1977*.
 - Participation in performance review processes and development programs.
 - Attend training which should include, but is not limited to, meeting the requirements of the Law Society's Mandatory Continuing Professional Development scheme.
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Key Responsibilities and Duties

The Legal Officer LSC2 will be responsible for providing high quality representation in criminal law matters to clients of the Legal Services Commission by:

- providing legal advice to all members of the public in a prompt and helpful manner. The Legal Officer LSC2 must have a broad knowledge of other government agencies and non-government organisations to which members of the public can be referred for assistance when appropriate.
- where appropriate providing a duty solicitor service in courts and prisons as required. They must be able to provide members of the public with advice in relation to court procedures, likely outcomes, the need for, and availability of, legal representation and in appropriate circumstances, make bail applications and/or assist them to obtain urgent legal representation.
- acting as both solicitor and counsel in matters before the Magistrates, Youth Court or other Courts such as the Drug Court, including less complex summary trials and have conduct of an assigned criminal law case file load in the Magistrates and District.
- conducting, as counsel, under supervision, Justice Appeals and bail reviews in summary/minor indictable matters from the Magistrates/Youth Courts to the Supreme Court.
- conducting guilty pleas in the Magistrates and District Court (under supervision).
- undertaking legal research, when directed, for senior lawyers of the Commission.
- meeting standards and targets set from time to time by the Manager of the Criminal Law Practice Division.
- complying with the Commission's costing procedures, maintaining good file management and complying with legal professional ethics and standards.
- complying with Commission's requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management and comply with professional ethics and standards.
- communicating effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- actively participate and contribute to responsible and safe work practices by ensuring all WHS legislation, policies and procedures are adhered to within the workplace.

- embracing diversity and cultural differences in the workplace by modelling respectful behaviour in the workplace.
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PERSON SPECIFICATION

Educational/Vocational Qualifications

- Be an admitted practitioner of the Supreme Court of South Australia.
 - Hold an unrestricted Category C Practising Certificate or currently eligible to apply for an unrestricted Category C Practising Certificate.
 - Be appointed to the LSC's General Panel of Practitioners or be eligible for appointment
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Personal Abilities/Aptitudes/Skills

- Relate well to clients by engendering trust, confidence, openness and frankness.
 - Deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
 - Relate well to members of the judiciary, support staff, government and non-government agencies, other professional organisations, fellow legal practitioners and members of the public.
 - Work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
 - Manage a high file load and work effectively under challenging conditions.
 - Effectively manage time, resources and systems including adapting to the introduction of new technology and service delivery models.
 - Possess a strong commitment to the principle of the equality of access to justice for all persons.
 - Possess a strong commitment to the rights of children under the law and international conventions.
 - Possess highly developed interpersonal and public speaking skills.
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Experience

- Possess a minimum of 2 years post admission legal experience.
 - Private or public legal practice files management, time recording, and costing of files.
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Knowledge

- A broad knowledge of governmental and private agencies in the social welfare and justice system.
- Demonstrate confidence in understanding the legal system and legal issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Not applicable
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Personal Abilities/Aptitude/Skills

- Not applicable
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Knowledge

- Knowledge of the procedures, organisation and operations of the Legal Services Commission including the policies, guidelines and practices for granting legal aid in family law and child protection matters.
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Experience

- In legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
 - Experience in working with document management systems such as Content Manager.
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Certified Correct: /...../.....

Acknowledged by Occupant: /...../.....
