

Position Title:	Paralegal, Court and Tribunal Services
Reports to:	Supervising Lawyer, Managing Lawyer, Principal Solicitors and Joint CEOs
Date:	December 2021

SUMMARY

LawRight's Court and Tribunal Services (**CTS**) coordinate pro bono resources to provide unbundled legal assistance, pro bono referrals and mediations for self-represented parties, together with representation in selected matters. CTS has offices that service the State Courts (Queensland Magistrates, District and Supreme Courts and Court of Appeal), the Queensland Civil and Administrative Tribunal, and the Federal Courts (Federal Circuit Court and Family Court and Federal Court).

Paralegal roles are focused on assisting with the coordination and management of CTS offices by providing legal and administrative assistance to CTS solicitors and to the Managing Lawyer.

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 CTS 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 intake process including 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 CTS solicitors and volunteer solicitors and barristers 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. Open, maintain and close client files, and maintain the client database, with general direction from the Supervising Lawyer, Managing Lawyer and Principal Solicitor.
7. Develop and maintain knowledge on the processes and procedures of the jurisdictions in which the CTS office operates, and provide this information to clients and potential clients under the supervision of the CTS solicitors.
8. Assist with legal research and the drafting of correspondence and briefs to volunteer solicitors and barristers as requested.
9. Assist CTS solicitors to manage, operate and otherwise run programs connected to the CTS office, including student programs and duty lawyer schemes, such as the Enforcement Hearing Duty Lawyer Service, LawRight's Settlement Conference Program and the QCAT Duty Lawyer Scheme.

10. Assist CTS solicitors to organise volunteer support, including liaising with partner law firms and preparing rosters for volunteer solicitors and barristers.
11. Assist with the development and maintenance of legal and other resources for the C&TS office under the supervision of the CTS solicitors, including maintaining LawRight's webpage.
12. Assist with the preparation of training, promotional, and law and policy reform materials.
13. Participate in the general activities of LawRight and assist with the general running of the LawRight office.
14. 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

Penultimate or final year student enrolled in Bachelor of Laws.

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.