



Legal Secretary – Alice Springs Office

- **Administrative Officer 4 (AO4) \$71,091 - \$81,611 - plus Superannuation**
- **2 Year Contract**
- **Alice Springs**

About the Northern Territory Legal Aid Commission:

The Northern Territory Legal Aid Commission (NTLAC) is an independent statutory authority established under the *Legal Aid Act 1990*. Our purpose is to ensure that people in the Northern Territory understand their legal rights and disadvantaged people have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

About the role:

Provide high level secretarial, administrative and personal support services to assist with the administration operations of the NTLAC Alice Springs Office.

About you:

You will have a high level administrative and secretarial skills, including attention to detail and the ability to maintain confidentiality, problem solve and discern sensitive issues. You will have a high level adaptability, flexibility and resilience and demonstrated ability to work within a busy team in a fast-paced environment, with effective time management skills and the ability to organise and prioritise workloads.

Employee benefits:

NTLAC offer attractive employment benefits such as 6 weeks annual leave and salary packaging options. Whilst the work is challenging, you will be rewarded with a culture that is focused on meeting the legal needs of vulnerable people in the Northern Territory.

How to apply:

To be considered for this position, applicants must attach a resume and a statement addressing the selection criteria (maximum 2 pages).

Applications must be submitted by email to recruitment@legalaid.nt.gov.au by **4pm Tuesday, 27 September 2022**

Further Information:

A duty statement, including selection criteria can be obtained from www.legalaid.nt.gov.au

Further information on the role, please contact Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au