

# Duty Statement

Agency	Legal Aid NT	Work unit	Prisoner Release Legal Service
Job title	Administrative Officer	Designation	Administrative Officer 3 (AO3)
Job type	Full Time	Duration	Until 30 June 2025
Salary	\$64,773 - \$69,746 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	Supernumerary	Closing	10am Tuesday, 26 March 2024
Contact Officer	Human Resources on 08 8999 3000 or <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		
About the agency	<a href="http://www.legalaid.nt.gov.au">www.legalaid.nt.gov.au</a>		
Apply online	Please submit applications to <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		

## Information for applicants

To be considered for this position, applicants must attach a resume, a cover letter (maximum 2 pages), and copies of your relevant tertiary qualifications.

## Inclusion and diversity

Legal Aid NT values diversity. We encourage people from all diversity groups to apply for vacancies and accommodate people with disability by making reasonable workplace adjustments.

## About Legal Aid NT

Legal Aid NT is an independent statutory authority established under the *Legal Aid Act 1990* (NT). 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.

## Primary objective

Under the supervision of the Senior Lawyer, Prisoner Release Legal Service, provide high-level administrative and secretarial support to ensure the efficiency of the Prisoner Release Legal Service.

## Key duties and responsibilities

1. Provide administrative support, including effective file and diary management systems, assisting with typing, photocopying, filing, and organising video and telephone link ups.
2. Preparation of legal correspondence, including letters to clients, government agencies, and other law firms.
3. Receive and direct incoming enquiries in person and by telephone.
4. Manage calendar bookings and appointments, including the arrangement of interpreters when required.
5. Manage inbound and outbound mail correspondence.
6. Liaise with the Parole Board, Correctional Centres and other stakeholders including health care providers, support, and accommodation service providers.
7. Conduct conflict checks and make referrals and appointments with the appropriate agencies and private practitioners as required.
8. Arranging of document filing in court, ensuring the appropriate service of the documents and correct indexing of the file.
9. Record and distribute meeting minutes as required.
10. Other administrative duties as reasonably required.

## Selection criteria

### Essential

1. High level administrative and secretarial skills, with the ability to organise workload, prioritise, multi-task, meet deadlines.
2. High level interpersonal, oral, and written communication skills and an ability to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse and First Nations peoples.
3. Demonstrated ability to work efficiently with limited supervision, utilising initiative and as part of a team with the ability to operate effectively in an environment with competing demands.
4. Demonstrated ability in a variety of computer packages with a high level of attention to detail and accuracy in data entry.
5. Demonstrated ability to exercise discretion and confidentiality when dealing with sensitive information.
6. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

### Desirable

1. Previous experience in a legal practice, including an understanding of legal processes; or the ability to quickly acquire this knowledge.
2. Eligible for appointment as a Commissioner for Oaths.

## Further Information

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful application must hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.