

Duty Statement

Agency	Legal Aid NT	Work unit	Katherine Office
Job title	Administrative Officer	Designation	Administrative Officer 2
Job type	Full Time	Duration	12 Months
Salary	\$58,261 - \$63,252 plus Superannuation (salary packaging options available)	Location	Katherine
Position number	Supernumerary	Closing	10am Friday, 2 August 2024
Contact Officer	Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

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 Administrative Manager, provide administrative support services to the Katherine Office, including the Health Justice Partnership (HJP) Solicitor.

Key duties and responsibilities

1. Receive and direct incoming enquiries in person and telephone.
2. Provide administrative support, including but not limited to maintaining diaries; assisting with typing, photocopying, and filing; organising video and telephone link ups; maintaining office stationery and supplies.
3. Carry out conflict checks and make referrals to and appointments with appropriate agencies and private practitioners in the event of conflict or general referral.
4. Book client and clinic appointments, including arranging interpreters where appropriate.
5. Undertake administrative tasks on files, including the preparation of court and other legal documents/correspondence.
6. Arrange for the filing of documents in Court and appropriate service of Court documents.
7. Prepare and process legal advice and duty solicitor sheets and maintain other information systems as required.
8. Provide effective file and diary management systems, data and administrative systems and procedures and quality assurance procedures.
9. Other administrative duties as reasonably required.

Selection criteria

Essential

1. Experience in organisational skills to respond to the needs of clients, the section, and Legal Aid NT in a timely manner.
2. 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.
3. Ability to engage and manage relationships with a range of internal and external stakeholders, the section, and NT Legal Aid.
4. Well-developed interpersonal oral and written communication skills, with vulnerable people from diverse backgrounds, including culturally and linguistically diverse and First Nations peoples.
5. Ability to use a variety of IT software with a high level of attention to detail and accuracy in data entry.
6. Ability to exercise discretion and confidentiality when dealing with sensitive information.
7. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. 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.