

# Duty Statement

Agency	Legal Aid NT	Work unit	Alice Springs Office
Job title	Administration Officer	Designation	Administrative Officer 2 (AO2)
Job type	Full Time	Duration	2 years
Salary	\$62,069 - \$67,210 plus Superannuation (salary packaging options available)	Location	Alice Springs
Position number	10384	Closing	4pm Thursday, 30 April 2026
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 the role, applicants are required to submit a current resume and a cover letter (maximum 2 pages).

## 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 people facing disadvantage 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 high-level administrative support and reception services to the Alice Springs office of Legal Aid NT.

## 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; photocopying and filing; organising video and telephone link ups.
3. Conduct conflict checks and make referrals to and appointments with appropriate agencies and private practitioners in the event of conflict.
4. Prepare and process Advice and Duty sheets and files for court for the duty solicitor.
5. Book client appointments and clinic appointments, including arranging interpreters where appropriate.
6. Collect and register incoming and outgoing mail including pick-up and delivery of documents/files and ensure that enclosures are handled securely and confidentially.
7. Maintain the reception, interview room, and conference room areas.
8. Undertake other duties as reasonably required, including providing administrative support or relief to other sections as needed.

## Selection criteria

### Essential

1. Demonstrated experience providing administration support with the ability to organise work, prioritise, multi-task, meet deadlines.
2. 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.
3. Ability to engage and manage relationships with a range of internal and external stakeholders.
4. Well-developed interpersonal, verbal, and written communication skills, including the ability to interact effectively with people from diverse cultures backgrounds, including culturally and linguistically diverse and First Nations peoples.
5. Demonstrated ability in a variety of IT software with a high level of attention to detail and accuracy in data entry.
6. Demonstrated 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 applicant 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.