

Duty Statement

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| Agency | Legal Aid NT | Work unit | Family Law Practice |
| Job title | Administrative Officer | Designation | Senior Administrative Officer 4 (AO4) |
| Job type | Full time | Duration | 2 Years |
| Salary | \$77,344 - \$88,179 plus Superannuation (salary packaging options available) | Location | Darwin |
| Position number | 024867 | Closing | 10am Friday, 8 May 2026 |
| 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 statement addressing the selection criteria (maximum 2 pages), and copies of your 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 high level paralegal, secretarial and administrative support, to assist with the operations of the Family Law Practice across the Northern Territory.

Key duties and responsibilities

1. Provide high level paralegal, secretarial and administrative support to Solicitors and Client Support Case Workers.
2. Maintain and provide effective file and diary management systems, administrative systems and procedures and quality assurance procedures.
3. Provide assistance to Solicitors and Client Support Case Workers with client liaison, case and file management and collaborate with other stakeholders to assist with client engagement.
4. Assist people seeking information, support, referrals, legal advice, or legal assistance in relation to legal and associated matters.
5. Support the Administrative Manager to ensure that services are adaptable and meet the needs of clients from diverse cultures, communities, and circumstances, in particular Aboriginal and Torres Strait Islander clients and those from CALD communities.
6. Prepare high quality legal documents and undertake administrative tasks on files, including the preparation of court and other legal documents and arrange for the filing of documents in Court and appropriate service of Court documents.
7. In the absence of the Administrative Manager, supervise the day-to-day administration and management of the Darwin Office, including the supervision and mentoring of administrative staff.
8. Undertake other duties as reasonably required, including providing administrative support or relief to other sections as needed.

Selection criteria

Essential

1. High level paralegal, secretarial and administrative skills, including attention to detail and the ability to maintain confidentiality, problem solve and discern sensitive issues.
2. 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.
3. Demonstrated proficiency in a variety of computer packages with a high level of attention to detail and accuracy in data entry.
4. Ability to take appropriate action to maintain and improve service delivery whilst reviewing and ensuring compliance with policies and procedures.
5. High level interpersonal and verbal and written communication skills, including the ability to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse and First Nations peoples.
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. Familiarity with the legal challenges experienced by clients living in rural, remote, and regional areas of the Northern Territory.

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.