

essential.

RECRUITMENT

Family, Child Protection & Civil Legal Secretary

Role Info

About the Organisation

Join a purpose-driven organisation committed to delivering culturally responsive legal services to Aboriginal and Torres Strait Islander communities. This is an opportunity to contribute to meaningful work while supporting a collaborative and respectful workplace.

We Offer:

- Meaningful work supporting community outcomes
- Inclusive and culturally respectful workplace
- Supportive and collaborative team environment
- Opportunity to grow within a values-driven organisation
- Competitive salary and including salary sacrifice

About the Role

As our **Family, Child Protection & Civil Legal Secretary** you will provide high-level administrative and secretarial support to the Civil and Family Law team. This is a fast-paced and rewarding role suited to someone who thrives on managing competing priorities while maintaining a strong client focus.

Key responsibilities:

- Provide high-quality administrative and secretarial support to the Civil and Family Law team
- Typing, including audio/Dictaphone transcription
- Prepare, format, and edit court documents and legal correspondence
- Manage file administration (opening, closing, archiving – both electronic and physical)
- Data entry and database management
- Diary and calendar coordination
- Manage incoming calls, client enquiries and provide reception backup
- Coordinate incoming/outgoing mail and maintain records
- Maintain office systems, IT requirements and database statistics
- Order and manage office stationery
- Support daily operations of the Civil and Family Law division
- Work collaboratively with legal staff, field officers and support teams
- Deliver culturally competent and responsive client service
- Promote a professional, respectful, and “can-do” team environment
- Ensure compliance with WHS policies, procedures, and safe work practices

What You Will Bring:

- Proven experience in a **Family Law secretarial role** within a legal environment

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- Demonstrated ability to work effectively within an Aboriginal organisation with respect for Aboriginal and Torres Strait Islander cultures
- Strong commitment to culturally appropriate, client-centred service delivery
- Excellent communication skills and professional telephone manner
- High-level organisational and time management skills
- Ability to manage multiple priorities and meet deadlines
- Strong attention to detail and commitment to confidentiality
- Advanced typing skills (minimum 70 wpm)
- Intermediate to advanced Microsoft Office skills
- Ability to work collaboratively and contribute to team decision-making
- Professional, approachable, and respectful demeanour
- Currently hold or willing to obtain a satisfactory National Criminal History & WWC Check
- A current South Australian Driver's License

To Apply

If you are a dedicated legal secretary looking to make a real impact, we encourage you to apply. Upload your resume addressing the above skills and experience.

Application Process

All applicants will be contacted via email in the first instance to advise if progressing or if unsuccessful. For further information and a confidential discussion contact Michaella Prow on 0434 983 743 / michaella.prow@esshr.com.au