Duty Statement

Agency	Legal Aid NT	Work unit	Civil Law Practice
Job title	Administrative Officer	Designation	Administrative Officer 3 (AO3)
Job type	Full time	Duration	2 years
Salary	$70,839 - $76,115 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	040304	Closing	4pm Tuesday, 24 November 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 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 high-level administrative support services to the Civil Law Practice.

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. Receive and direct incoming enquiries in person and by telephone.
3. Prepare and process legal advice and duty solicitor sheets and maintain other information systems as required.
4. Book client and clinic appointments, including arranging interpreters where appropriate.
5. Liaise with courts and tribunals in preparation for duty services.
6. Undertake administrative tasks on files, including the preparation of court and other legal documents.
7. Carry out conflict checks and make referrals to and appointments with appropriate agencies and private practitioners as required.
8. Arrange for the filing of documents in Court and appropriate service of Court documents.
9. Undertake other duties as reasonably required, including providing administrative support or relief to other sections as needed.

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 engage and manage relationships with a range of internal and external stakeholders, the section, and Legal Aid NT.
4. 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.
5. Demonstrated ability in a variety of computer packages 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 application must a 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.