Duty Statement

Agency	Legal Aid NT	Work unit	Family Law Practice
Job title	Administrative Officer	Designation	Administrative Officer (AO3)
Job type	Full Time	Duration	12 months
Salary	$70,839 - $76,115 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	030377	Closing	4:00pm Wednesday, 25 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 to the Family Law Practice.

Key duties and responsibilities

1. Liaise with clients and the public as the first point of contact with the Family Law Practice, in person and by telephone.
2. In collaboration with the Administrative Manager/Legal Practice Manager, screen and assess level of assistance required, differentiating between specific family law, care and protection and domestic violence issues, including to non-legal support and social support services.
3. Provide administrative support, including but not limited to assisting with typing, photocopying, filing, closing files, preparing documents with accuracy, and performing administrative tasks on files/forms/documents, including the generation/preparation of templates/ filing and service of Court documents, letters, and a court file index.
4. Prepare and process Advice, Duty and Social Work Sheets, including requesting copies of orders or court documents for client/lawyer appointments.
5. Book client appointments and clinic appointments, including arranging interpreters where appropriate, organising video and telephone link ups, diary entries and amendments and support client management by liaising with existing clients and other parties, as required.
6. Monitor daily court lists as appropriate and assist in the support of duty lawyer services.
7. Carry out comprehensive conflict checks and make referrals to and appointments with appropriate agencies and private practitioners in the event of conflict, including updating quarantine and conflict register.
8. Provide effective file and diary management systems, data and administrative systems and procedures and quality assurance procedures.
9. Undertake other duties as reasonably required, including providing administrative support or relief to other sections as needed.

Selection criteria

Essential

1. Well-developed organisational skills to respond to the needs of clients, the Practice and Legal Aid NT in a timely manner.
2. Well-developed administrative and secretarial skills, with the ability to organise workload, prioritise, multi-task and meet deadlines.
3. 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.
4. 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 in a trauma informed approach.
5. Ability to engage and manage relationships with a range of internal and external stakeholders, the section, and Legal Aid NT.
6. Demonstrated ability in a variety of computer packages with a high level of attention to detail and accuracy in data entry.
7. Demonstrated ability to exercise discretion and confidentiality when dealing with sensitive information.
8. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Previous experience in a legal practice, including an understanding of legal and court processes; or the ability to quickly acquire this knowledge.
2. 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.