

WEST HEIDELBERG
COMMUNITY
LEGAL SERVICE



Legal Secretary (Part-Time 0.55 EFT)

West Heidelberg Community Legal Service is a community-based legal practice who service the City of Banyule. We currently have a vacancy for a part-time Legal Secretary to join our friendly and supportive team.

This position is ideal for those who would like to:

- work close to home
 - work in new and modern offices
 - benefit from very generous salary packaging
 - have the convenience of being co-located with a community health service
- ...all while making a positive difference to the community!

Reporting to the Coordinator, the Legal Secretary is accountable for secretarial, reception, referral and some administrative duties.

Your primary responsibilities will include:

- Dicta-typing e.g. solicitors' correspondence, briefs, documents.
- Coordinate front desk activities i.e. answering queries, referrals out, arranging client appointments.
- Maintain client and statistics database
- File system maintenance

You will have:

- Experience and/or qualifications in a similar legal secretarial, administrative or reception position.
- Demonstrated knowledge of the legal industry and/or legal terminology is highly desirable.

Remuneration package is in accordance with relevant award; includes generous salary packaging agreement. The position is for immediate start, to work 9am - 5pm, three days per week. The tenure of this position expires on 31 December 2008. There is potential for extension of contract.

Prospective applicants may contact:

Victoria Smith, Coordinator, on 03 9450 2032 to obtain further details of the position.
Position description is available on our website www.communitylaw.org.au/westheidelberg

Please send applications by 5pm Monday 16th June 2008 to:

The Coordinator
West Heidelberg Community Legal Service
21 Alamein Rd, West Heidelberg 3081
Or via email to victoria.smith@bchs.org.au

Applications should include a resume and covering letter.

Applicants are advised that West Heidelberg Community Legal Service is an Equal Opportunity employer.