


<p>WEST HEIDELBERG COMMUNITY LEGAL SERVICE</p> 	<p>POSITION DESCRIPTION</p>
<p>Job title</p>	<p>Legal Secretary</p>
<p>Department</p>	<p>West Heidelberg Community Legal Service</p>
<p>Hours</p>	<p>Part-Time 0.55 EFT (9am – 5pm Mon, Tues, Wed preferably)</p>
<p>Tenure</p>	<p>Immediate start. Contract ends 31 December 2008. Potential for extension of contract.</p>
<p>Reporting line</p>	<p>Reports to the Coordinator</p>
<p>Prepared by</p>	<p>Coordinator</p>
<p>Approved by</p>	<p>Executive Committee of Management</p>
<p>Approval date</p>	<p>30 May 2008</p>

<p>WEST HEIDELBERG COMMUNITY LEGAL SERVICE West Heidelberg Community Legal Service (WHCLS) is a not-for-profit community based legal practice operating since 1975 out of the Olympic Village Precinct in West Heidelberg.</p> <p>WHCLS is governed by a Committee of Management and has Commonwealth and State funding administered through Victoria Legal Aid.</p> <p>WHCLS is co-located with Banyule Community Health and has shared a long professional relationship with the agency.</p> <p>WHCLS provides free legal services to the community. Our mission is to ensure access to justice for all persons in our community and provide holistic services in collaboration with relevant organisations.</p> <p>WHCLS is run by a small team, which includes three part-time solicitors. There are plans to expand the number of solicitors and community development works at WHCLS. The service also operates a legal education clinic in partnership with La Trobe University to educate and develop law students as student lawyers.</p>
<p>POSITION SUMMARY To perform secretarial, referral, reception duties and some administration duties for a community legal practice. Duties will be shared with our current part-time legal secretary who works the remaining two days per week. Effective and cooperative task handover/coordination will need to be established between both legal secretaries.</p>
<p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Accurately and efficiently dicta-type solicitors' letters, briefs and correspondence. • Mail out all solicitors' correspondence in a timely fashion. • Maintenance of client files e.g. creating new files, closing files, ensuring copies of all correspondence or activity relating to clients' matters are kept on file. • Under direction of solicitors, liaise with third parties in regard to documents and

other information required for clients' file.

- Answer and redirect, in a sensitive and efficient manner, queries from the general public.
- Coordinate client appointments with solicitors.
- Refer clients out to appropriate services when required.
- Maintain database e.g. update client details, clients' legal matters, client referrals, record referrals out.
- Process incoming and outgoing mail.
- Attend West Heidelberg Community Legal Service staff meetings (weekly).
- Attend Banyule Community Health staff meetings (monthly).
- Write cheques on receipt of invoices distribute cheques and keep records of cheques issued.
- Occasionally assist Coordinator with administrative duties e.g. typing up minutes from handwritten notes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

Qualifications in administration, community development or similar are desired, but not essential.

EDUCATION and/or EXPERIENCE

Demonstrated experience in a similar legal secretarial, administrative or front desk position. Demonstrated knowledge of legal system, legal practices and/or legal terminology is desirable.

KEY SELECTION CRITERIA

- Accurate and efficient typing skills (45+ words per minute).
- Demonstrated ability to stay calm and focused in a busy environment.
- Highly developed written and oral communication skills.
- Able to handle confidential and sensitive information in a professional manner.
- Able to prioritise activities in efficient manner.
- Excellent customer service skills.
- Can work effectively in a team-environment.
- Able to learn legal terminology and processes quickly.
- Committed to continuous improvement of operations.
- Desirable: Ability to analyse systems and make recommendations on areas of improvement.

MANDATORY REQUIREMENTS

- Must provide/undergo police check with satisfactory outcome.

PERIOD OF EMPLOYMENT

Immediate start. Contract ends 31 December 2008. Potential for contract extension.

INDICATIVE HOURS

Role is EFT 0.55. Equivalent to three days per week (7 hours per day).
Preference for applicant to work Monday, Tuesday, Wednesday. 9am – 5pm (1 hour lunch break). Days and hours can be negotiated subject to applicants' requirements.

AWARD

SACS (Social and Community Services) Award Victoria (Pre Reform Award).
Community Development Worker Category.

AWARD CLASSIFICATION AND RENUMERATION

Subject to experience and skills of applicant.

ANNUAL LEAVE

Annual leave for this position is pro-rata against full-time entitlement of four weeks' annual leave per twelve months worked as set out in SAC Award (Pre-Reform).

SICK LEAVE

Sick leave for this position is pro-rata against full-time entitlement set out in SACS Award (Pre-Reform). Entitlement is dependent on years of service. Full-time equivalent entitlement during first year: entitled to one sick leave day per month.

SALARY PACKAGING

Available. Up to \$30,000 (grossed up) income, can be salary packaged.

LOCATION

Position based at West Heidelberg Community Legal Service
Level 1, Banyule Community Health facility
21 Alamein Rd
West Heidelberg 3081

POLICIES AND PROCEDURES

All employees are expected to read and comply with the organisational policies and procedures issued during orientation.

Last update: 30 May 2008