



Position Description – Junior Administration Officer

Position:	Junior Admin Officer – Legal
Reports to:	Tasmanian State Manager
Salary:	Classification AO Level 2.1 (SCHADS Level 1 Pay Point 3) at \$22.04 per hour – plus superannuation and salary packaging
Location:	4/152 Macquarie Street Hobart This position may require regional and interstate travel
Employment type:	Part-time – 3 days per week

About us

The Tasmanian Aboriginal Community Legal Service (TACLS) was established by the Victorian Aboriginal Legal Service (VALS) in 2015 to deliver legal services to Aboriginal and Torres Strait Islander people living in Tasmania. TACLS is semi-autonomous and has offices in Hobart and Launceston and are fully staffed by Tasmanians.

VALS was established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.

About the team

Legal and Client Services

This section is responsible for delivering client focussed quality services for Aboriginal Victorians in contact with the justice system.



Legal and Client Services are co-located in this unit to drive an integrated, flexible and innovative approach to meeting client needs.

The section liaises and networks with other Aboriginal organisations and works with stakeholders to reduce negative contact Aboriginal people have with the justice system.

In conjunction with Executive and Corporate Services this section also advocates for improved justice outcomes and prepares specialist advice on legislation change.

The Director, with the PLOs ensures all legal standards and CLC Risk Management guidelines are met.

The PLO Tasmania Aboriginal Community Legal Service reports direct to the CEO but maintains a functional relationship with this section to ensure collegiate and professional support for delivery of high quality legal services.

About the position

Overview

As a Junior Administration Assistant, you will support the Senior Administration Officer. Your duties include preparation of legal documents, dealing with clients (face-to-face and over the phone), amendment of documents and correspondence, reception relief, filing and general secretarial duties as required.

Key Performance Indicators, Duties & Responsibility

- Word processing tasks and associated file management tasks as provided by solicitors in relation to the ongoing file management of clients.
- Preparing documentation for briefing Counsel or other professionals as directed, including photocopying, collating and arranging delivery.
- Taking phone calls on behalf of individual solicitors and follow up enquiries or record messages for action by solicitor.
- Arranging appointments for clients or making contact with clients directly.
- Filing of reports and other documentation on behalf of clients.
- Update data base and participate in closing files electronically as required.
- Undertake relief work on reception, as rostered and participate in duties associated there.
- Participate in the processing of ingoing and outgoing mail for the organisation.
- Keep up to date with relevant procedures by attending professional education programs and maintain an understanding of issues impacting the justice system and members of the Aboriginal and Torres Strait Islander Community

Key Selection Criteria

- Experience managing legal documents or the ability to quickly acquire these skills
- Intermediate computer skills, not limited to Word, PowerPoint, Excel and Outlook
- Good written and verbal communication skills
- Operates with accuracy with strong attention to detail
- Ability to manage conflicting priorities while respecting tight deadlines



- Proven ability to establish professional working relationships with colleagues and external clients
- Experience as a Legal Assistant, or as an Administrative Assistant in a professional services environment, with a focus on processing documents, an advantage.

Key Capabilities

- Demonstrates respect for self and colleagues
- Seeks to understand vision and goals of the team
- Proactively seeks out work opportunities
- Approaches each task with enthusiasm - takes ownership
- Builds rapport with clients and stakeholders - develops relationships
- Is approachable, accessible and responsive
- Presents with professionalism and clarity

How to apply

Please send your Resume/ CV together with a Cover Letter which addresses the **Key Selection Criteria** to jobs@vals.org.au

Acceptance

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____