



The central object of the Movement is to assist Aboriginal persons (especially those Aboriginal persons who are detained in custody or imprisoned) to relieve their poverty, the consequences of their dispossession and social misfortune and to assist further in removing destitution and helplessness amongst Aboriginal people through the use of the legal system of the State of South Australia and the Commonwealth of Australia.

Position:

Legal Secretary – Civil – Adelaide – 4 days per week (0.8 FTE)

ALRM is seeking applications to fill the position of legal secretary within the Civil Practice Team.

The Legal Secretarial role provides support as:

- Secretarial assistance to lawyers and are responsible for all typing including completion of correspondence on shared documents, form letters, audio transcriber (Dictaphone) typing and client interviews/ statements - for Solicitor's requirements regarding civil matters.
- Open and close civil files and prepare relevant disbursements
- File all incoming and outgoing administrative correspondence in relevant file
- Attend to all incoming phone calls and front counter enquiries including backup to reception
- Take messages and arrange appointments for the office solicitor and field officers, and maintain records of such

Full position description and selection criteria are available upon request to Practice Director, Dimitra Droulias on email (dimitrad@alrm.org.au).

Other Conditions

- The incumbent is required to satisfactorily complete a National Criminal History Check; Working with Children Clearance Check;
- A flexible approach to working hours is required;
- The organisation is a smoke free working environment; ordinary working hours are from 9.00am to 5:00pm

Essential Criteria

- **Previous experience in respect to a Legal Secretarial role in particular with experience in Family Law and Child Protection** is desirable
- Good IT skills – Typing speed of at least 55 wpm, knowledge of Word and Excel, internet and e-mail facilities
- Demonstrated experience within the civil legal system including Family Matters, and its impact upon Aboriginal people.
- Demonstrated commitment to efficient and effective service delivery and a commitment to a client-centred focus.
- Ability to manage and balance priorities in an environment of high workloads.
- Good communication skills

Salary in accordance with Aboriginal Legal Rights Movement Award: \$37,336 pro-rata (of full-time rate of \$46,670) per annum plus Superannuation (with access to Salary Sacrifice benefits).

Please submit **current CV** and **one page cover letter** to dimitrad@alrm.org.au by close of business Wednesday 23rd October 2019.