

Crown Law

Role description for Legal Secretary

Branch	Practice Management Branch	Division	Crown Law	Unit	Various
Location	Brisbane	Closing date:	Ongoing	Vacancy ref	N/A
Classification	AO2	Salary per fortnight	\$1,693.90 - \$2,001.60	Salary per annum	\$44,193.00 - \$52,220.00
Type of vacancy	Temporary full-time for six months with the possibility of extension Hours will be negotiated with the successful applicant (Refer to <i>Applicant Information Package</i>)				
Contact Name	Paula Anderson	Title	Legal Support Coordinator	Telephone	07 3235 4555

The Department of Justice and Attorney-General

The department contributes to a fair and just society and safe, healthy, productive workplaces and community.

The department values cultural capability and supports the engagement, participation and advancement of Aboriginal people and Torres Strait Islander people across all occupational streams.

About the Business Unit

Challenging and Engaging Work

The variety and calibre of matters received by Crown Law means that working here is stimulating and personally rewarding. Our work is directly relevant to the community and as part of our team of legal and administrative professionals you'll be involved in high-profile projects and initiatives across Queensland. Our clients include:

- all Queensland Government departments and agencies
- statutory bodies and Government Owned Corporations (GOCs)
- commercialised business units
- disciplinary boards and tribunals
- local government authorities.

Our Vision

Crown Law will be the Queensland Government's first choice by being the best provider of legal services.

Our Purpose

Crown Law's purpose is to protect and support Government in the public interest.

Our Core Values

- Integrity – Absolute impartiality and honesty.
- Excellence – Total attention to detail, consistency and client needs.
- Respect – Treat people as you would want to be treated.
- Responsibility – Everyone to take responsibility for their own work and do their best

About the Role

Provide high quality and timely legal secretarial and administrative support within various legal teams.

Key Responsibilities

- Accurate word processing and typing.
- Diary management, organising meetings/conferences including preparation, distribution of agendas, minutes and other material. Coordinate travel arrangements and accommodation.



- Prepare briefs and documents and attend to routine correspondence.
- Maintain filing, records bring-up and retrieval systems including monitoring and follow-up of all correspondence using appropriate data base systems.
- Manage incoming calls and visitors.
- Assist the team to meet financial deadlines and/or commitments e.g. billing and time recording.
- Information management (i.e. excel spreadsheets, practice management system (Elite) case management system (VisualFiles) etc).
- Model client service standards and Crown Law's values.
- Undertake other duties as required relating to the requirements of the operational area, including relieving reception duties.
- Work collaboratively with Practice Management Branch personnel regarding team and whole of practice issues.
- Ensure services are completed in a timely and professional manner.
- Participate in, and maintain a proactive approach to Self Development.
- Ensure compliance with procedures for payment of legal expenses and counsel fees.
- Where required, provide legal support across various teams and branches within Crown Law.

How you will be assessed

We are seeking highly motivated, energetic and proactive people to work as part of our dynamic team. Relating back to “**Your Key Responsibilities**”, you will be assessed on the basis of relevant capability and capacity for the following:

- **Customer Focus:** Establishes and maintains effective customer relationships, services and standards.
- **Functional / Technical Skills:** Has the technical knowledge and skills to achieve expectations and requirements.
- **Interpersonal Savvy:** Relates well to others and builds effective relationships, adaptable at all organisational levels.
- **Process Management:** Able to maintain and optimise workflow and output through effective use of workplace systems and processes and collaboration with colleagues.
- **Time Management:** Uses time effectively and efficiently.

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Career Development

We are highly-committed to the personal and professional development of all staff through our *Leadership Matters* and *Development Matters* programs. We've implemented a Continuing Professional Development (CPD) scheme, which requires officers to consistently meet minimum amounts of training each year.

Mandatory Qualifications, Conditions and Requirements

Nil

Interested in applying?

We would like you to provide:

- Your current resume providing information which demonstrates your ability to meet the requirements of the role.
- Please email your application to CLRecruitment@crownlaw.qld.gov.au.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

Additional Information

Applications to remain current for 12 months.

A criminal history check will be undertaken for this position on any recommended applicant due to the nature of the work involved.

The incumbent may be required to work hours outside the normal work hours.

For details regarding salary information, leave entitlements, flexible working arrangements and other benefits for this position please refer to the Applicant Information Package.

Further information about the department is available from our [website](#).

A minimum probation period of 3 months may apply.

All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*.

Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

Employee Union Information

The Queensland Government recognises your entitlement to join a registered union. While you are not obliged to join a union, the Government encourages its employees to do so. Membership application forms can be obtained from the relevant union. Supervisors will be able to tell you the name of the union that represents your role.

You should also know that your name, the name of your workplace and your workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

Refer to the **Applicant Information Package** for further information about which union covers the Department of Justice and Attorney-General.