



ARTS LAW CENTRE OF AUSTRALIA

JOB DESCRIPTION

POSITION TITLE	Paralegal
RESPONSIBLE TO	General Manager/Senior Solicitor

ROLE WITHIN ORGANISATION

The Paralegal takes client instructions, briefs in house and external lawyers and has a key role in managing the Arts Law Centre of Australia's legal advice services.

The position is full-time Monday to Friday for 7 hours per day/35 hours per week. Generally, working hours will be 9am-5pm with a one-hour break for lunch.

A salary range of \$47,903 – \$58,547 (plus superannuation) per annum is offered commensurate with experience. Voluntary salary packaging is available.

PARALEGAL

The primary role is to manage the timely delivery of legal advice to our clients, including liaising with both in-house and external lawyers. This is a frontline position dealing with clients and other stakeholders both on the phone and via email.

Duties include:

- Taking instructions over the phone and online from clients seeking advice,
- Drafting succinct instructions for lawyers both inhouse and external, and managing the relationships with external volunteer lawyers to see that external advice is delivered in a timely and efficient manner
- Managing the recruitment, training and supervision of law student volunteers including reviewing instructions taken and conflict checking
- Creation of legal advice files as required
- Managing an inbox for client queries
- Other paralegal and administrative tasks as required

SELECTION CRITERIA

PARALEGAL

ESSENTIAL

1. Excellent attention to detail.
2. Sound oral and written communication skills, and excellent telephone manner.
3. Ability and willingness to work as a member of a team.
4. Excellent organisational & administrative skills.
5. Proficiency on a windows platform and skills and experience using a range of software packages including Microsoft Office.
6. Demonstrated initiative, self-motivation and the ability to meet competing deadlines.
7. Ability to multi-task and prioritise the tasks at hand.
8. Experience in a paralegal role – graduate lawyers will be considered

DESIRABLE

1. Experience using Salesforce.
2. Knowledge and/or experience and appreciation of the arts.