

Administration and Paralegal Officer – Ref: ADPA1121

Position: Administration and Paralegal Officer, Human Rights and Civil Law Practice

Classification: Level 3 – fixed term, part time (to 30 June 2022 for 35 hours per fortnight)

Remuneration: circa \$64 307 pro rata, plus super and attractive salary packaging options

An opportunity to make a difference

Caxton is seeking expressions of interest for the role of **Administration and Paralegal Officer** as part of our **Human Rights and Civil Law Practice**. The primary purpose of the role is to provide administration and paralegal supports to the team as directed.

Key accountabilities

- undertake administrative tasks including processing client intake forms, conflict checking, entering data into the CLASS system, filing and photocopying
- conduct legal research, take instructions from clients, maintain accurate file notes and records of interview, draft correspondence, undertake legal tasks, prepare briefs to counsel, file court documents
- provide community education support including assisting with preparing CLE resources
- provide ad hoc other support to a busy team of human rights lawyers and social workers

Essential requirements

- a good level of computer literacy and competency in major administration software packages such as Microsoft (Outlook, Excel, Word), SharePoint and CLASS
- excellent organisational and time management skills
- great interpersonal and communication skills
- problem-solving skills and a desire to be of service to the community

The successful applicant will have the ability to work with clients with complex legal and social issues and who may have an impairment or be culturally or linguistically diverse. Mid-degree law students are especially encouraged to apply.

**Please note: We currently have two positions for Administration and Paralegal Officers. This role is embedded in the Human Rights and Civil Law Practice. If you wish to apply for both roles, please ensure you submit an application for both roles.*