



ROWAN SKINNER & ASSOCIATES
LAWYERS

Position Description

Position	Legal Assistant
Reports to	Rowan Skinner
Location	Level 1 382 Queens Parade, Clifton Hill VIC 3068

Purpose of the position

To play a lead role in providing services that are responsive to client needs by providing quality administrative, reception and client interface services.

Key responsibilities

Client liaison	<ul style="list-style-type: none">• Provide professional and engaging telephone and office reception services.• Attend to clients and meeting rooms.• Keeps clients informed by maintaining contact as required; communicating case progress.
Administrative support	<ul style="list-style-type: none">• Word processing and dictaphone transcribing.• Diary management, maintaining a clear awareness of impending deadlines.• Basic book keeping activities.
Document management	<ul style="list-style-type: none">• Collating client briefs for Counsel.• Prepare and process legal documents as directed, such as summonses, subpoenas.• Maintain file management and archiving systems for legal documents and case files

Health, safety and security

- Take care of own safety and that of co-workers
- Identify and communicate opportunities to improve health and safety
- Report all safety incidents and hazards

Other

- To provide general office support including kitchen, mail and stationary requirements.
- Updates job knowledge by participating in educational opportunities; reading professional publications.

Behavioural requirements

Planning and organising

- Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate.
- Allocates appropriate amounts of time for completing work; avoids scheduling conflicts; develops timelines and milestones.
- Coordinates with Counsel and clients to ensure deadlines are able to be met.
- Uses time effectively and prevents irrelevant issues or distractions from interfering with work completion.

Quality Orientation

- Accurately and carefully follows established procedures for completing critical tasks.
- Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors or omissions.
- Initiates action to correct quality problems or notifies others of quality issues as appropriate.

Communication skills

- Actively seeks to clarify others needs or queries.
- Conveys information in a clear and professional manner, uses syntax, pace, volume, diction, and mechanics appropriately.
- Engages Counsel, clients and others in a warm and inviting manner.
- Follows up with email or other confirmation as appropriate.

Team player

- Shares important or relevant information with the team.
- Willing to do what is required to assist the team.
- Recognises by ones self when opportunities present to help others and goes out of ones own way to help others.
- Makes others feel welcome, takes an interest in others wellbeing.

Technical skills or qualifications

A good working knowledge of Miscrosoft Office products including Word and Outlook.

An ability to learn LEAP legal software.

Hours

This is a part time role with hours being somewhat negotiable.