

POSITION DESCRIPTION

Legal Secretary– Full-time

BOWDEN McCORMACK

Lawyers + Advisers

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| Position Title | Legal Secretary |
| Location | 101 Mitchell Street, Darwin |
| Salary | To be negotiated |
| Responsible to | Legal Practice Manager |
| Closing Date | 9am Monday 16 April 2018 |

Submitting your application

Your application must be received no later than 9am on the advertised closing date. Late applications will not be accepted unless you have an agreement with the Legal Practice Manager to submit your application after the closing date. Applications must include:-

- a copy of your Resume or CV; and
- a document addressing the Position Specific, Desirable and Generic Selection Criteria.

Submission contacts

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| E-mail Address | bmlaw@bowden-mccormack.com.au |
| Postal Address | GPO Box 2644 DARWIN NT 0801 |
| Hand Delivery Address | Suite 4, Level 1, Northgate Plaza 101 Mitchell Street DARWIN NT |
| Facsimile | (08) 89416366 |

BOWDEN McCORMACK

Lawyers + Advisers

Bowden McCormack is a law firm that provides strategic, high-value corporate and commercial advice for companies, SMEs, not-for-profits, government and statutory bodies across Northern Australia. In particular, it has a niche market in providing such advice to Aboriginal leaders, Aboriginal clan groups and their corporations, Land Councils and various remote area charitable organisations. Advice in these areas focuses upon business and community development, governance, property transactions, and dealings with Aboriginal land tenure pursuant to the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth).

Our firm provides such advice in a professional, determined and forthright manner. We also have a high commitment to innovation, coupled with a commercial, goal-driven and culturally-appropriate approach, which allows us to provide relevant, efficient and practical assistance. In doing so, we aim to be the best we can be so as to achieve optimum results for a diverse range of clientele.

Services available to clients are as follows:-

- **Legal**
 - Commercial & Corporate
 - Property, including leasing
 - Employment
 - Civil Litigation
 - Conveyancing

- **Business Support**

To assist in our practice, Bowden McCormack is seeking an enthusiastic and self-motivated person to join a challenging work environment. You will deal with a wide range of stakeholders across the public and private sectors and draw upon strong communication and people skills to achieve desired objectives.

Primary Objectives

- To work directly to the firms practitioners and assist them with all matters including, but not limited to, management of files, drafting of documents and letters, dictation typing, precedent development as required and high quality administrative support; and
- To assist generally with reception duties and general secretarial matters in a professional manner and, by doing so, assist the firm's orderly growth and development.

Key Responsibilities

1. Support legal practitioners with their day to day work requirements;
2. Work with the Office Manager and Receptionist to maintain all legal practitioner files
3. Provide high-level administrative, secretarial, computer and project support.

4. Participate in the development of systems to enable monitoring, evaluation and collection of statistical data, as required.
5. Maintain appropriate record keeping and filing
6. Assist with lodging & retrieval of archived records
7. Creation of new clients and files (electronic & physical).
8. Maintaining files, including filing and general tidying.
9. Assist with staff and client meetings.
10. Participate in staff meetings, training and planning sessions as required.
11. Undertake relief for legal support staff and undertake duties as required.
12. Undertake training as directed.
13. Other duties as directed, which may include:-
 - Dictation;
 - Arranging appointments;
 - General research tasks;
 - Ordering searches; and
 - Booking of teleconferences.

SELECTION CRITERIA

Legal Secretary – Full-time

Position Specific Selection Criteria

1. Knowledge and experience in administrative procedures, including records management.
2. High level secretarial and paralegal skills in a specific commercial, corporate and property law context i.e. assisting with business transactions and conveyances, leasing and the development of corporate entities;
3. Legal research skills;
4. Proven experience in a legal or other professional environment with knowledge of the functions and operation of a legal or professional practice;
5. Dictaphone and touch typist;
6. High level interpersonal, oral and written communication skills with demonstrated ability to be discreet and maintain confidentiality;
7. Sound organisational skills and proven ability to exercise initiative, determine workload priorities and complete tasks within required timeframes;
8. Demonstrated computing skills with proficiency in a range of relevant computer software applications and databases. It should be noted that Bowden McCormack operates on the Affinity system (through Lexis Nexis);
9. Demonstrated capacity to work under pressure and in a team environment;
10. The ability to work independently without supervision and as a team member;
11. Demonstrated experience in communicating effectively and sensitively with Indigenous people;
12. Ability to obtain a Police Clearance, if required.

Desirable Selection Criteria

1. Strong knowledge of Microsoft Office software and general computing skills to assist with general computing issues and provide accurate information to tech support on more complicated matters;
2. Previous use of the legal computing software program Lexis Affinity.
3. Desire to progress a career in the Legal Services industry

Generic Capabilities

1. Ability to think strategically.
2. Ability to achieve results.
3. Ability to develop productive working relationships.
4. Demonstrated personal drive, integrity and the ability to work under pressure.
5. Ability to communicate effectively.
6. Strong computer skills.
7. High level organisational skills.