

## **POSITION DESCRIPTION**

### **Conveyancer – Full-time**

#### **BOWDEN McCORMACK Lawyers + Advisers**

<b>Position Title</b>	Conveyancer
<b>Location</b>	101 Mitchell Street, Darwin
<b>Salary</b>	To be negotiated
<b>Responsible to</b>	Office Manager
<b>Closing Date</b>	Monday April 26 2021

#### **Submitting your application**

Late applications will not be accepted unless you have an agreement with the Office 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**

<b>E-mail Address</b>	<a href="mailto:bmlaw@bowden-mccormack.com.au">bmlaw@bowden-mccormack.com.au</a>
<b>Postal Address</b>	GPO Box 2644 DARWIN NT 0801
<b>Hand Delivery Address</b>	Suite 4, Level 1, Northgate Plaza 101 Mitchell Street DARWIN NT

## **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 growing our conveyancing practice, Bowden McCormack is seeking an enthusiastic and self-motivated person to join a challenging work environment as a full time conveyancer. 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 OBJECTIVE**

As a member of a conveyancing team, provide high quality conveyancing and administrative support services to Bowden McCormack.

#### **PRIMARY RESPONSIBILITIES**

1. Provide frontline conveyancing information on Bowden McCormack services and other support services to clients.
2. Provide high-level administrative, secretarial, computer and project support.
3. Complete end –to-end conveyancing transactions for residential and commercial property purchases and sales.
4. Conveyancing administrative tasks as directed.
5. Participate in the development of systems to enable monitoring, evaluation and collection of statistical data, as required.

6. Maintain appropriate record keeping and filing.
7. Maintain up to date knowledge of changes to conveyancing processes, procedures, policies, technologies and legislation.
8. Participate in generating new business via marketing (including social media, face-to-face, business to business, newsletters) and lead generation.
9. Creation of new clients and files (electronic & physical) where required.
10. Maintaining files, including data entry.
11. Participate in staff meetings, training and planning sessions as required.
12. Undertake relief for other conveyancing/support staff and undertake duties as required.
13. Undertake training and other tasks as directed.

# SELECTION CRITERIA

## Conveyancer – Full-time

### Position Specific Selection Criteria

1. Proven and demonstrated conveyancing experience in a legal or other professional environment in a similar role;
2. Knowledge and experience in administrative procedures, including records management;
3. High level interpersonal, oral and written communication skills with demonstrated ability to be discreet and maintain confidentiality;
4. Sound organisational skills and proven ability to exercise initiative, determine workload priorities and complete tasks within required timeframes;
5. 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);
6. Demonstrated capacity to work under pressure and in a team environment;
7. The ability to work independently without supervision and as a team member;
8. Demonstrated experience in communicating effectively and sensitively with Indigenous people;
9. 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. Qualifications in Conveyancing including Advanced Diploma or Diploma of Conveyancing and/or membership of relevant Institute of Conveyancing would be highly regarded.

### Generic Capabilities

1. Ability to think strategically.
2. Ability to achieve results.
3. Ability to develop productive working relationships.
4. Demonstrated personal drive and integrity.
5. Ability to communicate effectively.
6. Strong computer skills.