

Job and Person Specification

Title of Role:	Paralegal Officer	Remuneration Level:	ASO3
Business Unit:	Crown Solicitor' Office	Type of Appointment:	Term
Division:	Legal, Legislative and Justice Services	Position Number:	

Approval

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Chief Executive/Delegate *Date*

Primary Purpose

The Paralegal Officer works within the Crown Solicitor's Office (CSO) providing a legal support service to the Solicitors of the Office. A Paralegal Officer may be qualified as a solicitor but will have gained specific knowledge of the law through education and/or work experience.

The role involves the performance of legal-related work under the direction of a solicitor such as undertaking legal research, preparing draft correspondence, performing administrative tasks (filing, copying, scanning etc), analysing and summarising documents, fact checking and assisting practitioners prepare and run trials.

Working under the supervision of senior solicitors, the Paralegal may undertake legal work which may have otherwise been undertaken by a junior lawyer. However, the Paralegal Officer will not be required to exercise work levels, responsibilities, knowledge and experience that exceeds the ASO3 remuneration level.

Reporting Relationships

- The Paralegal reports to a Senior Solicitor or Executive Solicitor
- The role may work with and respond to a range of solicitors within a work group or CSO Section

Key Relationships/Interactions

- Working as part of a team, the Paralegal Officer supports and engages collaboratively with relevant legal staff to provide a legal support service.

Key Requirements

- Ensuring consistent levels of accuracy and attention to detail
- Dealing with changing priorities
- Ability to plan and prioritise in order to meet deadlines
- Work within and respond to cross agency interactions where required
- Ability to deal with possible exposure to emotionally challenging matters
- Maintain complete confidentiality in all relevant matters
- Ability to work as part of a team and take direction from solicitors from across the work group
- Retains general understanding and awareness of AGD functions and activities
- Contributing to the high performance culture of the Crown Solicitor's Office consistent with the CSO "Our Culture and Behaviours" Policy (CSO Behaviours).

Special Conditions

- Some out of hours work may be required
- The Paralegal Officer may be assigned to work in any section of the CSO
- Some out of hours work and flexibility in working hours will be required
- You may be exposed to explicit and/or graphic material during the course of your employment

AGD Conditions

- Participation in annual performance review and development
- Actively participate in all mandatory training requirements

- Abide by relevant legislation, the Code of Ethics for the South Australian Public Sector (the Code) and applicable AGD and CSO policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory

Flexible Working Arrangement Options

- Flexitime arrangements are available in this role
- Part time working arrangements are available in this role

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Paralegal Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Provides comprehensive legal support services	<ul style="list-style-type: none"> • As directed by a solicitor; • Assist with the preparation of letters, outlines of arguments, affidavits, chronologies, briefs, trial or appeal books of authorities • Assists with conduct of trials and hearings • Assists as directed with the establishment and maintenance of legal precedents and templates, management of documentation, use of records management systems and the disclosure process • Drafts pleadings, document responses and discoveries • Enquires with various departments seeking records or conducting searches 	<ul style="list-style-type: none"> • Drafts are prepared in a timely and accurate manner • CSO's Practice Management System (PMS) is maintained in an orderly and accurate manner and utilised effectively to ensure prompt and timely recall and effective use • Time is recorded accurately and promptly in CSO's PMS • Errors, exceptions, concerns and requests for assistance are raised or escalated to maintain work output
Report to legal staff	<ul style="list-style-type: none"> • Under supervision, assist with legal matters • Participate and make positive contributions in meetings. 	<ul style="list-style-type: none"> • Manager is satisfied with proactive and positive contributions and performance
Carries out legal research	<ul style="list-style-type: none"> • Undertakes legal research • Organises research and communicates results using suitable means such as memos, reports and/or presentations 	<ul style="list-style-type: none"> • Legal Research conducted is relevant and is time effective and efficient • Presented materials are accurate and conclusions, advice and recommendations are relevant and apply suitable principles
Provides legal support and administrative functions	<ul style="list-style-type: none"> • Performing administrative and clerical work as directed to assist solicitors • Organising legal files in an accurate and up to date manner • Photocopying, scanning and filing as requested • Making telephone and/or written contact with clients and/ or stakeholders as requested • Guidance to new employees working in the same or similar role • Responsible for performing and prioritising delegated work as required 	<ul style="list-style-type: none"> • Administrative duties are completed on time and in accordance with relevant policies and procedures. • CSO's PMS is updated in a timely and accurate manner. • Assistance is provided as requested • Personal work areas are maintained in a tidy and orderly fashion
Contribute to Culture	<ul style="list-style-type: none"> • Actively participate and contribute to responsible and safe work practices • Embrace diversity and cultural differences in the workplace • Enhance client satisfaction and staff engagement and wellbeing by behaving consistently with the CSO Behaviours 	<ul style="list-style-type: none"> • Work practices are safe and WHS legislation, policies and procedures are adhered. • Respectful behaviour observed when face with diversity/differences in opinion. • Demonstrated implementation of behavioural expectations as per the CSO Behaviours.

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Compliance	<ul style="list-style-type: none"> Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures; Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> Active participation and contribution in responsible and safe work practices. Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department; Documents and correspondence filed according to States Records Act, 1997.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role at the ASO2/3 remuneration level

Technical Expertise (Essential)	<ul style="list-style-type: none"> Knowledge of various legal jurisdictions, procedures and legislation relating to those areas of law and relevant ethical standards Ability to present information in a clear, concise and articulate manner in both oral and written formats Experience and ability to undertake legal research and report results Handles large workload effectively and efficiently dealing with short and changing time constraints Attention to detail and the ability to plan, organise and prioritise and perform duties accurately, efficiently and in a timely manner Ability to build and sustain relationships with team members and participate actively in teamwork Experienced in recent versions of Microsoft suite of software products Ability to respond to guidance and performance feedback
Technical Expertise (Desirable)	<ul style="list-style-type: none"> Work experience (voluntary or paid work) in a legal environment is not a requirement, however is highly regarded.

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Paralegal Officer role. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category and level	Behaviours
FOUNDATIONAL - Understands the Strategic Direction <i>Understands the Business Unit goals and direction</i>	<ul style="list-style-type: none"> Knows how own work contributes to goals and plans Recognises how own work impacts on others Identifies risks within own work practices Contributes to business planning Is flexible to changing priorities
FOUNDATIONAL - Maintains Working Relationships <i>Maintains good working relationships with existing stakeholders</i>	<ul style="list-style-type: none"> Actively seeks relevant information and views from others Shares information and knowledge seeking approval where necessary Works cooperatively with others to achieve work outcomes Listens attentively and communicates clearly

Category and level	Behaviours
FOUNDATIONAL - Contributes to Service Delivery Excellence <i>Actively contributes to the service delivery of the team</i>	<ul style="list-style-type: none"> • Shares awareness of potential problems and opportunities • Shares capability and expertise to achieve outcomes • Delivers high quality internal and external customer service • Effectively manages their own performance positively contributing to team performance • Seeks guidance/advice from others where necessary
OPERATIONAL - Achieves and Monitors Own Results <i>Monitors own progress and achieves results at the individual level</i>	<ul style="list-style-type: none"> • Monitors progress towards achieving outcomes • Takes responsibility for the delivery of quality and timely results • Prioritises workload effectively and negotiates deadlines where appropriate • Measures performance and acts on opportunities for continuous improvement
OPERATIONAL - Supports Personal Drive and Professionalism <i>Supports and demonstrates professionalism and respect for others</i>	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Supports diversity and uses this to enhance outcomes • Maintains professionalism and confidentiality when dealing with sensitive issues • Is aware of risks and makes decisions accordingly • Remains positive and recovers quickly from setbacks • Adapts effectively to change • Seeks feedback and reviews own performance

Line Manager

Employee

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Signature

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Signature

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Print name (BLOCK letters)

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Print name (BLOCK letters)

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Position

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Date

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Date