

# Job and Person Specification

<b>Title of Role:</b>	Legal Secretary	<b>Remuneration Level:</b>	ASO3
<b>Business Unit:</b>	Office of the Director of Public Prosecutions	<b>Type of Appointment:</b>	Term
<b>Division:</b>	Legal and Legislative Services	<b>Position Number:</b>	M07335, M06988

## Job and Person Specification Approval

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### Primary Purpose

The primary purpose of the **Legal Secretary** is to provide a quality, confidential administrative and secretarial support service to all sections of the Office, including Legal staff, Management and Executive.

### Reporting Relationships

- The **Legal Secretary** reports to the Administration Manager - Prosecution Services .

### Key Relationships/Interactions

- The **Legal Secretary** develops and maintains working relationships with SAES Managers, Legal Staff, other administrative staff and the Court.

### Key Challenges

- To provide a quality administrative service to a range of ODPP staff in an environment with extremely high workloads, changing priorities and frequent requests for urgent work due to court commitments.

### Special Conditions

- Demonstrated proficiency in keyboard skills with successful completion of an approved typing test at 65wpm with 98% accuracy
- Will be exposed, either directly or indirectly to confidential, sensitive, confronting and/or distressing material including photographs, written descriptions and other evidentiary material.
- Some out of hours work may be required.
- Must be prepared to be available between 8am and 6pm if required.

### AGD Conditions

- Participation in annual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code);
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

### 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 Legal Secretary is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p><b>Provision of secretarial and administrative service</b></p>	<ul style="list-style-type: none"> <li>• Checking District and Supreme Court Informations for accuracy, in particular, to ensure they are accurate on the correct Court Form and the offences and particulars of the offences meet legislative requirements and undertaking corrections where necessary.</li> <li>• Filing and serving Informations with the Court and defence counsel in accordance with the Court Rules and timeframes.</li> <li>• Update the Prosecution Case Management System (PCMS) to ensure it reflects the latest District or Supreme Court Information.</li> <li>• Monitor upcoming Court deadlines for Informations and follow up SAES Managers and Solicitors.</li> <li>• Undertaking keyboard and word processing services, including transcription of audio tapes, to produce Court documents, letters, memorandums and other documentation.</li> <li>• Filing and serving Court documents (i.e. Prosecution Case Statements, White Papers and Applications) with the Court and defence counsel.</li> <li>• Relieve the ODPP Receptionists as required, including dealing with difficult and /or demanding customers by telephone and in person.</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness and accuracy of secretarial services.</li> <li>• Completes work within agreed timeframes.</li> <li>• Output is of a high quality, including grammar, punctuation and spelling.</li> <li>• Court deadlines and other agreed deadlines are met.</li> <li>• Feedback from the Administration Manager in relation to:               <ul style="list-style-type: none"> <li>▪ accuracy and timeliness of typing work, including grammar, punctuation and spelling.</li> </ul> </li> </ul>



<p><b>Participate as part of the ODPP Business Services Section</b></p>	<ul style="list-style-type: none"> <li>• Ensure excellence in the provision of customer service including timely response and follow up to queries and requests.</li> <li>• Ensure courteous, timely and professional interaction with all ODPP clients and staff.</li> <li>• Participate in ODPP business improvement projects in relation to secretarial work flows</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour reflects professional and courteous conduct.</li> <li>• Queries dealt with in a timely and accurate manner.</li> <li>• Contribution to business improvement projects for secretarial processes.</li> </ul>
<p><b>Compliance</b></p>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Keep accurate and complete records of business activities in accordance with the State Records Act 1997.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation and contribution in responsible and safe work practices.</li> <li>• Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department;</li> <li>• Documents and correspondence filed according to States Records Act, 1997.</li> </ul>

## Technical Expertise

### Qualifications, Skills, Knowledge and Experience relevant to the role

<p><b>Technical Expertise (Essential)</b></p>	<ul style="list-style-type: none"> <li>• Ability to type efficiently with a typing speed of 65 WPM and 98% accuracy.</li> <li>• Ability to work with initiative, and to work effectively under limited supervision.</li> <li>• Ability to respond to competing demands and determine priorities, whilst maintaining large volumes of work.</li> <li>• Ability to communicate with staff of all levels.</li> <li>• Knowledge of general office procedures.</li> <li>• Experience dealing with sensitive and confidential information.</li> </ul>
<p><b>Technical Expertise (Desirable)</b></p>	<ul style="list-style-type: none"> <li>• Experience in working in a legal environment.</li> <li>• Knowledge of legal terminology</li> <li>• Knowledge of practices and procedures in a legal office.</li> </ul>

**Behavioural Capabilities**

Descriptors below detail the behavioural capabilities required for performance. 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
<b>Strategic Focus (Foundational)</b>	Is open to change and new approaches Knows how own work contributes to goals and plans <b>Recognises how own work impacts on others</b> <b>Is flexible to changing priorities</b>
<b>Results Orientation (Operational)</b>	<b>Clarifies expectations and instructions from manager/supervisor and seeks assistance as required</b> Monitors progress towards achieving outcomes Ensures progress is communicated with manager/supervisor <b>Takes responsibility for the delivery of quality and timely results</b> Reorganises work when priorities change Measures performance and acts on opportunities for continuous improvement
<b>Service Delivery Excellence (Foundational)</b>	Uses capability and expertise of the workgroup to achieve outcomes. <b>Identifies and delivers high quality internal and external customer service.</b> Translates performance requirements into achievable outcomes. Utilises available internal and external resources for optimal outcomes.
<b>Relationship Management (Foundational)</b>	Seeks ways to resolve conflict and escalates when appropriate Actively seeks relevant information and views from others Develops effective working relationships Works co-operatively with others to achieve work outcomes <b>Listens attentively and communicates clearly</b>
<b>Professional approach and drive (Foundational)</b>	Appropriately expresses own views and is respectful of the views of others <b>Maintains strict confidentiality of information</b> Accepts change constructively Receptive to feedback and uses to improve performance <b>Contributes to a culture of respect and high ethical standards</b>

Acknowledged by occupant

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(Print name)

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(Signature)

Acknowledged by line manager

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(Print name)

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