



North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email mail@naaja.org.au

ADMINISTRATIVE ASSISTANT – CIVIL LAW

Position Title	Administrative Assistant – Civil Law
Salary	PSO3.1 \$70,832 – PSO3.2 \$73,498 (depending on experience)
FTE	Fulltime – 12 month contract
Location	Alice Springs
Reports to	Deputy Managing Lawyer

About NAAJA:

Be a part of one of Australia's most dynamic, diverse, and challenging legal practices. NAAJA provides legal aid for Indigenous people in the Northern Territory, with offices in Darwin, Palmerston, Katherine, Tennant Creek, and Alice Springs.

We are a leading Australian legal service and have received both National and Northern Territory human rights awards for our work. We are committed to providing quality representation for our clients and bringing about long-term change in the justice system. Our staff are motivated, dedicated and do work that matters.

- Salary packaging options
- 6 weeks annual leave per year with leave loading
- Annual airfare

Position Overview:

NAAJA's civil law practice is an extremely busy and diverse one, with practice areas including police accountability, child protection, adult guardianship, consumer, discrimination, tenancy, social security and victims of crime assistance claims.

The work requires high levels of motivation, energy and a commitment to professional excellence.

Aboriginal and Torres Strait Islander people are encouraged to apply.

DUTIES

1. Assist in answering Civil Law Section enquiries, take messages and where necessary, assist with appointments and referrals.
2. Providing general administrative support to solicitors as directed by the Deputy Managing Lawyer.
3. Prepare legal correspondence as directed by solicitors.
4. Provide accurate statistics, information and reports on NAAJA's civil law practice to meet internal and external requirements.
5. Assisting with other general office duties

HEAD OFFICE:
DARWIN
61 Smith Street
GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100

KATHERINE
10 Third Street
PO Box 1944
KATHERINE NT 0851
Tel: 08 8972 5000
Fax: 08 8972 5050

ALICE SPRINGS
55 Bath Street
PO Box 1670
ALICE SPRINGS NT
0870
Tel: 08 8950 9300

TENNANT CREEK
61 Paterson Street
PO Box 56
TENNANT CREEK NT
0861
Tel: 08 8962 1332

6. Maintaining client confidentiality, undertaking conflict checks and ensuring that client records are maintained according to legal practice standards including accurately using our electronic file management system (M Files)
7. Any other administrative duties as required.

KEY SELECTION CRITERIA

1. Experience in performing general secretarial or office duties including a demonstrated capacity and desire for responsibility and a commitment to excellence in a busy office environment.
2. Excellent communication skills including good people, client, cross cultural and liaison skills.
3. A commitment to social justice and a general understanding of the legal system in the Northern Territory and how it relates to Aboriginal people as well as an ability to understand legal concepts and apply them to practice.
4. Proven ability to work independently or as part of a team, organise your own workload, meet organizational goals and work under pressure.
5. Good written and verbal communication skills and a demonstrated commitment to confidentiality.
6. Sound knowledge and experience in office procedures and secretarial duties.
7. Strong computer literacy including ability to use Microsoft Office programs, databases and email.
8. Demonstrated highly effective administrative and organisational skills.
9. A current NT "C" Class Drivers Licence or higher.
10. Ability to obtain a "Working With Children Clearance" (Ochre Card) upon commencement.
11. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.
12. Preparedness to undertake overnight travel, and to work in, all NAAJA offices.

HIGHLY DESIRABLE

1. An ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
2. An understanding of the role and function of NAAJA and a general knowledge of the legal process.

Appointment subject to:

- Rights within Australia.
- National Criminal history check
- Ochre Card

Considerations:

- This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- Six-month probation period.

How to Apply:

Applicants for this position must address the selection criteria in their written application, which should be sent to Recruitment@naaja.org.au.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.