



North Australian Aboriginal Justice Agency

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

Admin Assistant /Senior Admin Assistant Role Description

Position Title	Admin Assistant / Senior Admin Assistant
Salary	PSO 2.1 – PSO 3.4 (\$66,150 – \$78,449 per annum) Senior: PSO 4.1 (\$81,912 per annum) Salary commensurate with experience.
FTE	Full time 37.5 hours per week
Location	Darwin
Commencement	ASAP
Reports to	Managing Criminal Solicitor – Darwin

About NAAJA:

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Northern Territory. We have offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

- Flexible working arrangements
- Salary Packaging options
- Leave Entitlements

Position Overview

The North Australian Aboriginal Justice Agency Ltd's (NAAJA) legal practice is the largest in the Northern Territory, providing high quality, culturally proficient and accessible advice, casework and court advocacy in both criminal and civil law. NAAJA particularly seeks to achieve social justice for Aboriginal and Torres Strait Islander people through strategic litigation, law reform and education.

The criminal law practice consists of criminal solicitors working in the areas of youth summary, indictable and appellate crime.

Our administrative and client service team play a vital role in ensuring that we provide a high quality, accessible and efficient service to our clients.

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

On the job training and support are provided.

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100
Fax: 08 8982 5190

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
Fax: 08 8953 0784

TENNANT CREEK

61 Paterson Street
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TENNANT CREEK NT 0861
Tel: 08 8962 1332
Fax: 08 8962 2507



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Duties

1. Engage with clients primarily over telephone to obtain clear and accurate client information, provide legal information, assist communication between lawyers and clients, and refer clients to other services where appropriate.
2. Access, create, and maintain accurate client data physically and electronically through NAAJA's client management system (CMS).
3. Follow directions from lawyers to assist legal processes by arranging third party services for clients, such as transport, accommodation, and assessments.
4. Prepare court lists and organise client files for our duty lawyer or bush court services.
5. Assist with general administrative duties for the criminal team.
6. Other duties as directed by the Administrative Practice Manager or the Managing Criminal Solicitor

Senior Duties in addition to the above:

7. Assist the Administration Practice Manager with general supervision, attendance, and professional standards.
8. Train and guide new criminal admin staff in office procedures and duties, and be available for all staff to clarify any work practices.
9. In conjunction with the Administration Practice Manager allocating tasks when there are absentees or workflow issues to maintain service standards for the team.

Selection Criteria

1. An understanding of the role and function of NAAJA, a general knowledge of the legal process, and an ability to communicate sensitively and effectively with Aboriginal peoples is highly desirable.
2. Experience in a fast-paced office environment is desirable. Including experience with phone systems, Microsoft Office Suite (Word, Excel, Outlook), data entry, email, and file keeping
3. Punctual, dedicated, and enthusiastic individuals who have an ability to work under supervision and meet deadlines as part of a team.
4. Confident and capable communication skills, including both spoken (on phone and in person) and written.
5. Demonstrated initiative and an ability to provide a high level of client service.
6. Ability to obtain a "Working with Children Clearance" (Ochre Card) upon commencement.
7. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Senior Criteria in addition to the above:

8. Demonstrated experience supervising a team.
9. Any experience in coaching or training is desirable.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

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

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