



# North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email [mail@naaja.org.au](mailto:mail@naaja.org.au)

## Admin Assistant & Senior Admin Assistant – Criminal Role Description

<b>Position Title</b>	Admin Assistant & Senior Assistant
<b>Salary</b>	Admin Assistant: PSO 2 (\$66,150 – \$75,703 per annum) Senior Admin Assistant: PSO 3 (\$78,449 per annum) Salary commensurate with experience.
<b>FTE</b>	Full time 37.5 hours per week
<b>Location</b>	Darwin
<b>Commencement</b>	ASAP
<b>Reports to</b>	Administration Practice Manager

### 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

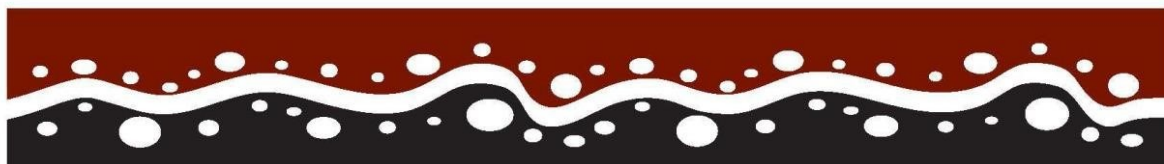
10 Third Street  
PO Box 1944  
KATHERINE NT 0851  
Tel: 08 8972 5000  
Fax: 08 8972 5050

#### ALICE SPRINGS

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

61 Paterson Street  
PO Box 56  
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](mailto:Recruitment@naaja.org.au)

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