

<b>Position Title:</b>	<b>Paralegal, Court and Tribunal Services, Federal Courts</b>
<b>Reports to:</b>	<b>Senior Lawyer and Lawyer, Courts and Tribunal Services, Federal Courts</b>
<b>Date:</b>	<b>September 2020</b>

### **SUMMARY**

To assist with the coordination and management of the Court and Tribunal Services Federal Courts (C&TS FC) office by providing legal and administrative assistance to C&TS FC office senior lawyer and lawyer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Undertake general reception and administrative duties including day-to-day management of the C&TS FC office.
2. Assist with answering of telephones, including responding to and managing general enquiries and enquiries from prospective clients, volunteer lawyers and other stakeholders.
3. Assist potential clients to complete the LawRight application form if required and provide necessary documents.
4. Undertake an initial assessment of the eligibility of applicants for assistance. Assist the Senior Lawyer and Lawyer to assess matters triaged to the Service and conduct initial phone calls to clients to gather information about the client's legal problem and to request relevant documents.
5. Make appointments for clients and liaise with C&TS FC solicitors and volunteer solicitors as necessary to ensure conflict checks are undertaken and all documents and materials are briefed to the solicitors in a timely manner each week.
6. Assist to open, maintain and close client files, and maintain the client database, as required.
7. Develop and maintain knowledge on the processes and procedures of the jurisdictions in which the C&TS FC office operates, and provide this information to clients and potential clients under the supervision of the C&TS FC senior lawyer and lawyer.
8. Conduct legal research, draft correspondence and briefs to volunteer solicitors as requested.
9. Assist the senior lawyer and lawyer C&TS FC to organise volunteer support, including liaising with partner law firms and preparing rosters for volunteer solicitors.
10. Develop and maintain legal and other resources for the C&TS FC office under the supervision of the senior lawyer and lawyer C&TS FC, including maintaining LawRight's webpage.
11. Assist with the preparation of training, promotional, and law and policy reform materials.
12. Participate in the general activities of LawRight and assist with the general running of the LawRight office.
13. Undertake other tasks as requested.

