



## Paralegal

- Casual (2 days per week)
- Bankstown office location
- Community Legal Centre incorporating domestic and family violence services.
- Salary range: Level 3 above award wage
- Flexible work conditions

Are you passionate about social justice? If so, we have the perfect position for you. You will join an amazing team of dedicated professionals committed to making a meaningful impact in the lives of individuals facing legal challenges.

### **About Justice Support Centre**

Justice Support Centre is a Not-for-Profit organisation committed to providing timely, effective, and high-quality legal services to the community. We focus on delivering legal support through telephone advice, face-to-face consultations, legal representation, community legal education, and participation in law reform activities.

### **About the role**

This role joins a team of solicitors in a Community Legal Centre that promotes access to justice for those disadvantaged by their social and economic circumstances and provides the opportunity for rewarding and constructive engagement on professional and community levels.

The Paralegal will support the legal team at Justice Support Centre by providing high level clerical and administrative support to the solicitors and legal staff, ensuring high quality client service in a professional manner. You will undertake legal research and make inquiries as directed by the solicitors and other legal staff. This position plays a critical role in helping the organisation support disadvantaged individuals in the community by ensuring smooth legal operations, managing documentation, and assisting with client case management.

You must hold or be in the penultimate or last year of studying a Law Degree and/or previous experience in a Paralegal role.

### **Want to know more?**

Further information regarding the requirements of this role can be found in the job application package <https://justicesupportcentre.org.au/about-us/work-with-us/>



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Are you seeking an exciting new challenge in 2024? Are you a passionate with a strong interest in social justice? If so, we have the perfect position for you. You will join an amazing team of dedicated professionals committed to making a meaningful impact in the lives of individuals facing legal challenges.

### **Dear Applicant,**

Thank you for your interest in the casual Paralegal position with Justice Support Centre This package encloses the information you require to apply for the position.

### **Our Organisation**

Justice Support Centre is a not-for-profit Community Legal Centre.

Our legal services include information, advice, and legal representation for people in South West Sydney whose access to justice is denied or constrained and includes specialised legal services for victim-survivors of DFV.

Our DFV services include court support and advocacy, safety planning, case management and financial counselling.

Both the legal and DFV teams offer tailored training and workshops to community members and community organisations.

We give our clients the guidance, legal advice, support services and strength they need to claim their rights, know their options, and choose their next steps.

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Aboriginal and Torres Strait Islander people are strongly encouraged to apply. Please see the **position description** and the **essential and desirable criteria** further down in this document.

## HOW TO APPLY

1. read the Position Description and Essential and Desirable Criteria below
2. your application should include a covering letter, a resume and an additional document addressing the Essential and Desirable criteria

the covering letter needs to state:

- the position you are applying for
- your current contact details

your resume should detail:

- your employment history including dates and a brief statement of duties for previous roles
- your education history

your additional document should clearly explain:

- how your skills and experience meet each listed criteria.
- applications that do not address **ALL the Essential Criteria** will not be considered.

you should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. please apply by emailing your application to [alison.shave@jsc.org.au](mailto:alison.shave@jsc.org.au)

**CONTACT PERSON:** Enquiries about the role should be emailed to Liz Simpson, [liz.simpson@jsc.org.au](mailto:liz.simpson@jsc.org.au)

Yours sincerely,

Elizabeth Simpson  
Principal Solicitor

## **Attachment A Position Description**

Position:	Paralegal
Status:	Casual 2 days per week
Reports to:	Principal Solicitor and Assistant Principal Solicitor
Ultimate Accountability:	Principal Solicitor
Location:	JSC Bankstown Office
Classification:	SCHADS Level 3
Last updated:	2 October 2024

### **PURPOSE OF POSITION**

The Paralegal will support the legal team at Justice Support Centre by providing high level clerical and administrative support to the solicitors and legal staff, ensuring high quality client service in a professional manner. You will undertake legal research and make inquiries as directed by the solicitors and other legal staff. This position plays a critical role in helping the organisation support disadvantaged individuals in the community by ensuring smooth legal operations, managing documentation, and assisting with client case management.

### **Key Responsibilities**

Under the direction and supervision of the Assistant Principal Solicitor or a solicitor nominated by the Principal Solicitor:

- assist solicitors with case preparation, including drafting legal documents, conducting research on relevant legislation and legal precedents and gathering evidence
- draft communications to be sent by the nominated solicitor to clients to explain legal information in an accessible and concise manner
- answer the phone and assist with the intake of clients
- assist with file management, ensuring documents are properly maintained, filed, and stored in accordance with legal requirements
- coordinate and communicate with external stakeholders, including courts, legal representatives, and government agencies
- manage competing priorities and deadlines, including ensuring timely submission of legal documentation
- draft routine correspondence, legal documents, and court forms as required
- escalate complex matters or issues requiring solicitor attention, in a timely manner
- provide high level clerical and administrative support for the legal team, including scheduling appointments, filing, and maintaining databases
- assist in maintaining compliance with legal and ethical requirements of legal practice, including but not limited to confidentiality and data protection.

### **ACCOUNTABILITY AND ADMINISTRATION**

- collect and record data for all activities relating to paralegal tasks, referral, information, casework and non-casework in accordance with the Centre's processes
- accept direction from nominated solicitor/s and be responsible to the Principal Solicitor or a solicitor nominated by the Principal Solicitor.

## **COMMON TEAM FUNCTIONS AND RESPONSIBILITIES**

- work collaboratively with other team members by sharing skills, resources, projects and ideas
- respect and work within the codes of conduct, policies and procedures of the Centre
- encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism.

## **ESSENTIAL AND DESIRABLE CRITERIA AND KEY COMPETENCIES**

### **Essential Criteria**

- thorough knowledge of legal terminology and legal research techniques
- advanced ability to comprehend and decipher legislation and legal documents
- thorough knowledge of legal principles and procedures
- demonstrated knowledge in Family law relating to victim-survivors of violence and applications under the Victims' Rights and Support Act 2013, or similar legislation
- excellent computer literacy, in particular Microsoft Office 365, case management systems and the efficient preparation of correspondence
- excellent verbal, written and interpersonal communication skills
- be in the penultimate or last year of studying a Law Degree and/or experience in a Paralegal role
- good interpersonal and written communication skills, with the ability to explain legal information concisely to diverse audiences
- demonstrated ability to work independently, manage competing priorities, and meet tight deadlines
- strong attention to detail, high level of accuracy and problem-solving skills
- demonstrated commitment to social justice and supporting disadvantaged communities
- willingness to undertake a National Criminal History check and hold a valid NSW driver's license.

### **Desirable Criteria**

- experience in family law, domestic violence, or legal aid settings
- familiarity with legal processes and procedures in New South Wales.