

Position Description

Position:

Reporting to: Title of Manager the position reports to

Location: (Optional)

Position Purpose:

(In one to two sentences, briefly provide an overview of the position and what it is expected to accomplish.)

Key Responsibilities (or Main Duties):

(List 4 to 6 key responsibilities or main duties and the key tasks required to support them. List most important responsibility first, descending to least important. Examples given.)

Support and Administration:

- Answer the telephone and take messages.
- Assist with photocopying of correspondence and documents.
- Mail or fax legal documents and papers.
- Schedule and make appointments.

Prepare Legal Documents

- Collect information to prepare legal documents.
- Prepare documents for conveyancing and matrimonial work.
- Draw up wills.
- Draft contracts.

Client Development

- Identify and maintain key client relationships.
- Attend client functions and seminars.

Key Relationships:

(Optional. List colleagues and departments/teams position internally works closely with. List key external relationships.)

Internal Relationships

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External Relationships

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Person Specification

Qualifications:

(Detail any qualifications or training required for the position or any certifications or memberships. Examples given.)

- Law Degree
- Current practising certificate
- Attended training in Alternative Disputes Resolution
- Completed course in office support or business administration

Skills and Experience:

(Detail any particular skills or experience required for the position. Be as specific as possible. Examples given.)

- 5-10 years legal secretarial experience, with particular working knowledge in the area of property and commercial.
- A minimum 5 years commercial law experience with particular knowledge in contract law, Fair Trading Act and Commerce Commission submissions.
- Strong mediation and negotiations skills.
- Proficient with Microsoft Word, Excel, Outlook and Powerpoint
- Dictaphone typing skills
- Strong written communication skills including ability to write plain English documents.
- Strong verbal communication skills, able to communicate information and ideas effectively so others will understand.

Personal Attributes:

(List personal qualities you are seeking in prospective candidates. Examples given.)

Judgment

- Able to consider the relative costs and benefits of potential actions to choose the most appropriate one.

Integrity

- Maintains the highest standard of personal conduct in performing all duties.

People Relationships

- Able to build productive working relationships with colleagues and clients based on respect and good rapport.

Organised

- Well prepared and organised. Carries out all responsibilities and tasks in a purposeful way.

Client Service Focus

- Able to deliver a high standard of client service based on understanding and evaluating client needs and satisfaction.