

Legal Secretary

The Legal Services Commission of South Australia was established as an independent statutory authority to ensure all South Australians have access to quality, independent legal assistance. We have seven office locations across both Metropolitan Adelaide and Regional South Australia which enable us to provide quality legal assistance to our community.

The Role

This opportunity is a full-time position based in our Relief Team. The nature of this role is that you have the opportunity to work across all of our metropolitan offices, and be exposed to our criminal, family and civil practices.

You will be required to undertake a range of duties including:

- Preparation and amendment of correspondence and legal documents
- File management – both electronic and paper
- Diary management
- Preparation of Briefs
- Answering incoming telephone calls
- Greeting clients
- A range of administrative tasks associated with effective file management protocols.

Salary Range

\$50,815 – 55,003 per annum (ASO-2)

Term of Employment Contract

12-month contract

What You Need For Success

The ideal candidate will be able to demonstrate the following:

- Previous experience in a litigation-focused practice
- Ability to build and maintain positive working relationships
- Strong attention to detail
- Experience with digital dictation
- Adapt their work practices to meet the needs of the team
- Ability to work in a high pressure environment
- Strong organisational capability
- Solution-focused
- Accurate typing – minimum of 60 wpm

Next Steps

To apply for this role you will need to submit your written application, consisting of a covering letter and your supporting resume, to HR@lsc.sa.gov.au. All applications are to be submitted by 5.00pm on Monday, 27 February 2017.

Please refer to the [Position Description](#) for further details. Should you require any further information please direct your query to Marianne Sharpe on (08) 8111 5637.