

Position Description



Position: Legal Secretary (Criminal Law)
Classification Code: ASO2
Division: Criminal Law

POSITION DESCRIPTION

Summary of Role:

The Legal Secretary (Criminal Law) is responsible for the provision of a confidential secretarial and administrative support service to a group of Lawyers in the Criminal Law Practice Division.

The incumbent will work with and respond to a range of lawyers within the work group and office.

Reports to: Team Leader, Administration

Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

- Provide timely and professional secretarial and administrative support to lawyers on a day-to-day basis which includes the generation and/or formatting of emails, letters, minutes, legal and Court documents, maintaining and arranging appointments, Court hearings and settlement times, sending, receiving and distributing mail, and entering and maintaining statistical data.
- Provide a professional and timely reception service to clients and professionals attending the Legal Service's office.
- Handle telephone and email enquiries in a courteous and effective manner for lawyers and take the necessary action according to Legal Service's procedures and requirements of each lawyer.
- Ensure conflict checks are completed in a timely manner.

- Undertake tasks in relation to the opening and closing of files to ensure paperwork is completed and entered into the system in a timely and accurate manner.
- Provide assistance and backup when required to other secretarial and administrative officers, reception staff from other metropolitan offices and/or Coordinators in times of high workload or absence that will contribute to an efficient and responsive service delivery to clients within the Division.
- Provide secretarial and administrative assistance to a range of court staff, duty lawyers and clients either face-to-face or via telephone from within the Adelaide Magistrates Court Duty Lawyer Office as required.
- Ensure that office supplies are procured and maintained for the office.
- Receipt and bank any incoming monies within a timely manner, and in line with applicable policies.
- Collate documents and prepare Briefs for in-house lawyers, including out-house counsel, as required.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Comply with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management and comply with professional ethics and standards.
- Actively participate and contribute to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embrace diversity and cultural differences in the workplace by displaying respectful behaviour in the workplace.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Educational/Vocational Qualifications:

- Not applicable

Personal Abilities/Aptitudes/Skills:

A demonstrated ability to:

- effectively manage priorities and work to deadlines.
- build and sustain relationships with clients and legal professional people such as lawyers, prosecutors and court officials, on behalf of the lawyers.
- draft letters and legal documents from notes and/or digital dictation software provided by lawyers.
- make decisions and exercise sound judgment about what needs to be referred to the supported lawyers.
- work as an effective member of a team.
- Demonstrated motivation and initiative to operate with a degree of autonomy in providing administrative support to legal officers.
- Sound level of written and oral communication skills.

Experience:

- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

- Experience in the performance of an administrative support service in a legal setting.
- Experience in working with Digital Dictation typing.

Knowledge:

- Knowledge and understanding of processes and protocols adhered to in a legal environment.
- An understanding of legal terminology and various legal documentation used within the court system.
- Knowledge of the organisation, procedures and operations of the Legal Services.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

Position Description Approval

Approved by:

Signed by:

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Delegate

10 February 2026

Date