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Position Description

Legal Services Commission South Australia

Position:	**Duty Lawyer**
Classification Code:	**LSC1**
Division:	**Criminal Law Practice Division**
ANZSCO:	**271311**

POSITION DESCRIPTION

Summary of Role:

The Duty Lawyer provides access to justice for people appearing in the criminal jurisdictions of the Magistrates and Youth Courts. The role primarily provides legal advice and assistance to people in custody following arrest on fresh charges, including court representation for mentions, bail applications and straightforward guilty pleas.

The Duty Lawyer also provides legal advice and assistance to members of the public appearing in court on bail. In addition to the Duty Lawyer responsibilities, the practitioner will undertake file work on allocated criminal matters of lower complexity.

Reports to: Manager, Duty Lawyers

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 comply with requirements of Legal Services in house costing of case and non-case related work and any other costing systems.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

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Key Responsibilities and Duties:

The Duty Lawyer provides access to justice to members of the public appearing before the Magistrates and Youth Courts by:

- Providing practical legal advice to all members of the public in a prompt, helpful and courteous manner in relation to court procedures, likely outcomes, the need for, and availability of, legal representation.
- Providing a referral service to other government agencies and non-government organisations to members of the public for assistance when required.
- Providing a duty lawyer service in the courts and prisons as required.
- Making bail applications and/or assisting members of the public to obtain urgent legal representation, including clients being arrested overnight and simple guilty pleas.
- Undertaking file work and conducting some assigned criminal matters of low complexity in the Magistrates/ Youth Courts in an efficient and effective manner.
- Undertaking legal research, when directed, for senior lawyers of Legal Services relating to criminal law.
- Communicating effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Complying with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintaining good file management and comply with professional ethics and standards.
- Actively participating and contributing to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embracing diversity and cultural differences in the workplace by displaying respectful behaviour in the workplace.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Educational/Vocational Qualifications:

- Hold a Category C Practising Certificate or be eligible to apply for one.
- Be an admitted practitioner of the Supreme Court of South Australia or currently eligible for admission to practise in South Australia.
- Be an admitted practitioner of the High Court of Australia or be eligible for admission.

Personal Abilities/Aptitudes/Skills:

- Deliver high quality, concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Relate well to members of the judiciary, support staff, government and non-government agencies, other professional organisations, fellow legal practitioners and members of the public.

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- Work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
- Manage a busy workload and work effectively under challenging conditions.
- Effectively manage time, resources and systems including adapting to the introduction of new technology and service delivery models.
- Possess a strong commitment to the principle of equality of access to justice for all persons.
- Possess a strong commitment to the rights of children under the law and international conventions.
- Possess highly developed interpersonal and public speaking skills.

Experience:

- Experience in establishing trust and confidence with clients and key stakeholders.
- Experience in communicating effectively with a wide range of people from cultural, ethnic and indigenous backgrounds and/or persons with a physical or mental illness.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge:

- A broad knowledge of governmental and private agencies in the social welfare and justice system.
- Demonstrate confidence in understanding the criminal legal system and legal issues.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE REQUIREMENTS

- Private or public legal practice file management, time recording, and costing of files.
- In criminal law practice, including acting as solicitor or counsel, legal research, the preparation of legal correspondence and court documentation and the justice system generally.
- Experience in working with digital document management systems.

Position Description Approval

Approved by:

Signed by:

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Delegate

26 October 2026

Date