

# Legal Secretary – Family Dispute Resolution (part-time)

## The Organisation

The Legal Services Commission is passionate about ensuring justice is available and accessible for all South Australians. As the largest legal assistance service in SA, we ensure that South Australians have access to a trusted lawyer when they need help to be heard, easy ways to learn about their rights and responsibilities, and service to answer any legal questions.

Each year over 140,000 South Australians benefit from the services we deliver.

## The Role

The Legal Secretary is responsible for the provision of secretarial and administrative support services to the Family Dispute Resolution (FDR) Program in the Family Law Division.

The role includes assisting in the preparation of all documentation relating to FDR Conferences; meeting and greeting lawyers and clients when they attend for FDR conferences; assisting the Chairpersons and responding to incoming all enquiries relating to FDR, according to Commission procedures.

## Total Indicative Remuneration Package

\$65,294 - \$70,154 per annum pro rata including salary, superannuation and leave loading with access up to \$15,900 pre-tax Fringe Benefit Tax (FBT) savings.

As a not-for-profit organisation, the Legal Services Commission is able to offer its employees attractive salary sacrifice arrangements, including up to \$15,900 pre-tax each Fringe Benefit Tax (FBT) year for general living expenses.

## Term of Employment Contract

Part time (15 hours per week) and an ongoing employment arrangement.

## What You Need For Success

The ideal candidate will be able to demonstrate the following:

- The ability to work with a degree of autonomy in providing secretarial support to officers in the program.
- An understanding of confidentiality and an ability to be discrete in dealing with confidential and sensitive matters.
- 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 a clerical or secretarial support service in a legal or office setting.
- Knowledge and understanding of processes and protocols adhered to in a legal environment.

## Workplace Benefits

We provide a range financial and non-financial benefits to our employees that include:

- Generous salary sacrifice benefits (as outlined above)
- Flexible working arrangements
- Payment of employment screening checks
- Payment of Practising Certificates for legal staff
- Payment of Professional memberships
- Access to a comprehensive in-house Continuing Professional Development (CPD) program

- Support for you and your family through our inclusive Employee Assistance Program
- Supported training and development opportunities
- Contemporary accommodation
- The opportunity to work alongside passionate and dedicated colleagues.

### **Next Steps**

To apply for this role, you will need to submit: cover letter and your supporting resume by 5pm, Sunday 28 April 2024. Please email to [HR@lsc.sa.gov.au](mailto:HR@lsc.sa.gov.au) Please refer to the Position Description for further details.

Should you require any further information please direct your query to Rene Earles on 8111 5543.

We welcome applications from everyone. We are an inclusive employer, and support diversity and inclusion by recognising our staff for their unique qualities, ideas, and insights.