



# **Legal Officer (multiple positions)**

## **Criminal Law**

### **Adelaide and Elizabeth**

#### **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, provide them with easy ways to learn about their rights and responsibilities, and answer their legal questions.

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

#### **The Role**

The Legal Officer will provide advice and representation at both Courts and prisons as a duty solicitor.

The Legal Officer will provide services to the Clare and Tanunda Magistrates Courts while working from Legal Services' Elizabeth office or will provide services to the Mt Barker and Murray Bridge Magistrates Courts while working from Legal Services Adelaide Office, and build a file practice within these areas.

The Legal Officer will conduct less serious Magistrates/Youth Court trials as counsel under general supervision and undertake assigned Criminal case file solicitor's work in Magistrates, Youth and District Court matters as directed by the Manager of the Criminal Law Practice Division.

The Legal Officer will submit pleas in appropriate matters in the District Court and conduct as counsel, under supervision, sentence appeals and bail reviews in summary/minor indictable matters from the Magistrates/Youth Courts to the Supreme Court.

#### **Salary Range**

\$96,040 - \$103,041 per annum pro rata including salary, superannuation and leave loading.

As a not-for-profit organisation, Legal Services 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.

#### **Position Status**

Full time 2 year employment arrangement.

2 positions available – 1x Adelaide office and 1x Elizabeth office.

#### **What You Need For Success**

The ideal candidate will:

- Hold an unrestricted Category C Practising Certificate or currently eligible to apply for an unrestricted Category C Practising Certificate.
- Be an admitted practitioner of the Supreme Court of South Australia and High Court of Australia.
- Possess a minimum of 2 years post admission legal experience.
- 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.
- Private or public legal practice files management, time recording, and costing of files.
- A broad knowledge of governmental and private agencies in the social welfare and justice system.

## Workplace Benefits

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

- The opportunity to work alongside passionate and dedicated colleagues in a supportive workplace that is concerned about employee well-being.
- Generous salary sacrifice benefits (as outlined above).
- Flexible working arrangements.
- Payment of Practising Certificate for legal staff.
- Payment of relevant professional memberships.
- Support for employees and their families through our inclusive Employee Assistance Program.
- Supported training and development opportunities in areas including working with vulnerable clients, cultural sensitivity and trauma informed practice.
- Access to a comprehensive in-house legal Continuing Professional Development (CPD) program.
- Contemporary workplace accommodation.
- Career development opportunities within the team and the organisation.
- Payment of employment screening checks.

## Next Steps

To apply for this role you will need to submit your written application, consisting of a covering letter and your supporting résumé, to [HR@lsc.sa.gov.au](mailto:HR@lsc.sa.gov.au). **All applications are to be submitted by 5pm Sunday 28 April 2024.**

Please refer to the Position Description for further details. Should you require any further information please direct your query to Stephen Law, Team Leader on (08) 8111 5322.

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. Workplace benefits include flexible working conditions as well as access to very generous salary packaging benefits through Maxxia (<https://www.maxxia.com.au/>), reducing the income tax you pay.