

## JOB AND PERSON SPECIFICATION

<b>Position:</b>	Legal Officer
<b>Classification Code:</b>	LSC2
<b>Section:</b>	Criminal Law Practice Division
<b>Office:</b>	Northern Region - Whyalla
<b>ANZSCO:</b>	271311
<b>Status:</b>	
<input type="checkbox"/>	Ongoing
<input checked="" type="checkbox"/>	Contract
<input type="checkbox"/>	Other
	Term: 2 years

### Job and Person Specifications Approval

Approved by:

\_\_\_\_\_  
Director (CEO)

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Date

3/4/24

### JOB SPECIFICATION

#### Summary of Role

The Legal Officer will provide advice and representation at both the Court and prisons as a duty solicitor in the Northern Regions (primarily in Whyalla) Magistrates Court and remotely for other regional and metropolitan areas as required. 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

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**Reporting/Working Relationships**

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**Reports to:** Manager, Criminal Law Practice Division through the Legal Officer, Port Augusta

**Direct reports:** Nil

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**Special Conditions**

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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**

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The Legal Officer will be responsible for providing high quality representation in criminal law matters to clients of the Legal Services Commission on:

- Providing a duty solicitor service in courts and prisons in the Northern Region (primarily in Whyalla) Magistrates Court and building a file practice within the Northern Region Magistrates/Youth Court.
- Providing legal advice to all members of the public in a prompt and helpful manner. The Legal Officer must have a broad knowledge of other government agencies and non-government organisations to which members of the public can be referred for assistance when appropriate.
- Providing members of the public with advice in relation to court procedures, likely outcomes, the need for, and availability of, legal representation and in appropriate circumstances, make bail applications and/or assist them to obtain urgent legal representation.
- Conducting assigned matters primarily in the Northern Region Magistrates/Youth Courts in an efficient and effective manner.
- Providing assistance where there is no duty solicitor available for that day in other regional and metropolitan court locations, as required.

- Conducting as counsel, under supervision, sentence appeals and bail reviews in summary/minor indictable matters from the Magistrates/Youth Courts to the Supreme Court.
- Undertaking legal research, when directed, for senior lawyers of Legal Services.
- Meeting standards and targets set from time to time by the Manager of the Criminal Law Practice Division.
- 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 MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- 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.
- Be appointed to the Legal Services' General Panel of Practitioners or be eligible for appointment.

#### **Personal Abilities/Aptitudes/Skills**

- Relate well to clients by engendering trust, confidence, openness and frankness.
- 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.
- Work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
- Manage a file load 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 the equality of access to justice for all persons.
- Possess highly developed interpersonal and public speaking skills.

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**Experience**

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- Possess a minimum of 2 years post admission legal experience.
  - Private or public legal practice files management, time recording, and costing of files.
  - Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.
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**Knowledge**

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

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**Educational/Vocational Qualifications**

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- Not applicable
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**Personal Abilities/Aptitude/Skills**

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- Not applicable
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**Experience**

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- Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
  - Experience in working with digital document management systems.
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**Knowledge**

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- Knowledge of the organisation, procedures and operations of the Legal Services.
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Certified Correct: ..... /...../.....

Acknowledged by Occupant: ..... /...../.....

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