

Legal Secretary/Executive Assistant: Associate to Chief Judge

Grade: Clerk 7/8

Salary: \$106,025 to \$117,363 plus employer's contribution to superannuation.

A vacancy exists for an associate to the Chief Judge of the Land and Environment Court of NSW. The position of Associate is responsible for the provision of high level support services as an executive assistant and secretary.

Duties of the Associate include managing the work and diary of the Chief Judge, typing and publication of judgments, typing of correspondence, preparation of papers and agenda for meetings chaired by the Chief Judge, court room responsibilities as required, entering court outcomes on the case management system, and general office/chamber management. The Associate will work with the Researcher/Tipstaff, as necessary, to achieve the outcomes as directed by the Chief Judge. The Associate also liaises with members of the judiciary, the legal and other professions, ministers and government departments. The Associate acts as an initial contact and screening point for persons seeking access to the Chief Judge, or making inquiries on general or specific matters.

Key accountabilities include:

- provide high level administrative, secretarial and clerical services;
- ensure effective classification, filing and indexing systems for documents and correspondence;
- managing the Chief Judge's work commitments and diary;
- preparing judgments, correspondence and agendas accurately and in accordance with the court's requirements;
- ensuring the confidentiality and security of draft judgments and other documents;
- professional liaison with stakeholders in the justice system

Essential requirements include:

- experience in the provision of professional executive support services as either a legal secretary or executive assistant;
- proven experience in dealing with sensitive and confidential issues;
- high-level interpersonal and written and oral communication skills;
- computer literacy, including proficiency in MS Word, Excel, PowerPoint and word processing skills (over 60 wpm) with attention to detail;
- excellent telephone manner;
- ability to work independently and as part of a team;
- good organisational skills and experience in planning, organising and coordinating work priorities.

Desirable criteria include:

- Legal training or qualifications

Applicants should apply by sending their CV and cover letter by email to sarah.froh@justice.nsw.gov.au or on Seek at <https://www.seek.com.au/job/71791459>

Inquiries: Sarah Froh, Registrar, 9113 8210

Closing date for applications: Friday, 8 December 2023.