

SCHEDULE A

FIXED TERM LAW CLERK

Job Title: Fixed Term Law clerk (part time 10 -25 hours per week by negotiation)

Reports to: Senior Solicitor

SUMMARY

1. To provide legal information, assistance, advice and education to young people, and those that work with them under the supervision of a qualified lawyer.
2. To act as advocates for young people under the supervision of a qualified lawyer.
3. To provide accurate legal information, advice and assistance to people using our advice line or other services under the supervision of a qualified lawyer.
4. To provide on-going representation and/or advocacy for young people under the supervision of a qualified lawyer in accordance with funding requirements and limits and to prepare documents as required for appearances in various tribunals.
5. Maintain and manage client files including prioritising workload and meeting deadlines, and obtaining sufficient information from clients so that the database can be accurately maintained under the supervision of a qualified lawyer.
6. Assist with supervision of volunteers.
7. Assist with the development of new legal publications and updating existing publications, including material published on-line at the direction of the senior solicitor or general manager.

PERSONAL ATTRIBUTES

Interpersonal skills:

- You will be expected to communicate clearly and appropriately, both orally and in writing with other parties whilst maintaining excellent working relationships.

Organisational skills:

- You must be able to prioritise workloads at any given time.