

Legal Assistant (APS Level 4) – Perth

Australian Government Solicitor (AGS) is a group within the Attorney-General's Department. It is one of Australia's most significant national legal services providers with offices in every capital city and approximately 320 lawyers who cover some 40 different areas of law related to government. AGS provides legal services through 3 national practice areas: AGS Commercial, AGS Dispute Resolution and the Office of General Counsel.

For further information about AGS practice areas and our business please visit our website www.ags.gov.au

AGS Commercial has a dynamic opportunity available within our busy property practice in Perth for a highly motivated Legal Assistant.

About the role

Our legal assistants are expected to take an active role in assisting our lawyers to deliver a high standard of legal services to AGS's clients. This position is designated as Legal Practice Support and classified as APS Level 4. Tasks will include assisting with preparation of documents and correspondence, maintaining legal files, assisting with client enquiries, managing lawyers' diaries and travel, and ensuring administrative procedures such as client billing and reporting comply with relevant AGS requirements. We are looking for a highly organised, energetic person who is keen to specialise in property work within our supportive team environment.

Candidates should have:

- at least 2 years' legal assistant experience
- previous experience working in a high volume practice
- a genuine commitment to client service
- professional judgement
- accurate touch typing skills and a good understanding of Microsoft applications, in particular Word and Outlook
- the flexibility to undertake a variety of tasks and work across teams
- well-developed written and oral communication skills
- an interest in undertaking training and development to learn new skills.

Our legal assistants are supported by other support team staff within AGS Commercial team, including the Legal Support Manager.

For further information about the requirements of the Legal Assistant position, please refer to the role description which is available on our recruitment portal.

Remuneration

This is a full-time position and will be offered on an ongoing or non-ongoing basis depending on operational requirements. The successful applicant will be covered by the *Attorney-General's Department Enterprise Agreement 2016*. Salary will be negotiated with the successful applicant depending on their skills and experience.

How to apply

To apply for this role, please visit our recruitment career website <http://www.ags.gov.au/employment/current-vacancies.html> for details.

If you wish to express interest in this employment opportunity you will need to include your CV and a covering letter (no more than 3 pages) indicating relevant experience with reference to the required skills and experience set out above.

Eligibility

To apply for this role you must be an Australian Citizen. The successful candidate will be required to obtain and maintain a security clearance at the appropriate level.

Closing date

Applications close on 7 December 2017.

Further enquiries

Further information can be obtained by contacting Adrienne North, Human Resources Business Partner on 03 9242 1465.