



Position vacant

Paralegal, Professional Standards

The Law Society of New South Wales is looking to employ a Paralegal in its Professional Standards Department on a full-time basis. The position will be advertised internally and externally, and if any staff member is interested in applying or requires further information, please contact the HR Department no later than Wednesday 29 July 2020.

Responsibilities

The Paralegal provides legal support and research in a timely, efficient, and professional manner to Legal Officers within Professional Standards Dept of The Law Society of NSW.

Key Accountabilities

- Providing legal assistance and support to the Legal Officers within Professional Standards in areas such as complaint investigation, disclosure, compliance monitoring, regulatory support, costs, ethics, and litigation.
- Carrying out legal research as requested by the Legal Officers of Professional Standards.
- Drafting precedent based legal documents under the supervision of Legal Officers of Professional Standards.
- Provide support in managing reporting systems for key functions, such as external intervention, cost recovery and compliance monitoring.
- Providing support to the Director, Deputy Director and Litigation Manager as required.

Requirements

- Currently studying (second year minimum) or completion of a law degree.
- Prior administrative experience gained in a Paralegal role
- Ability to work to tight deadlines in a fast-paced environment
- Exemplary communication skills, both written and verbal
- Strong attention to detail and accuracy
- Good legal research skills, including online research
- Ability to work with minimal supervision and to demonstrate initiative
- Exemplary levels of integrity and commitment to confidentiality requirements
- Ability to adapt to a changing and flexible work environment, and manage competing priorities

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, should be addressed to: recruitment@lawsociety.com.au