



Position vacant

Paralegal, Professional Standards

The Law Society of New South Wales is looking to appoint a Paralegal within its Professional Standards Department (PSD). If any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 26 April 2021.

Responsibilities

The Paralegal provides legal support to the Legal Officers of the Litigation and External Intervention teams within the Professional Standards Department in a timely, efficient, and professional manner.

Key Accountabilities

- Providing legal assistance and support to the Legal Officers in areas such as litigation, external intervention, and cost recovery.
- Carrying out legal research and document or evidentiary review as requested by the Legal Officers
- Classification, organisation and management of files, records, documents and evidence for litigation or external interventions
- 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 litigation.
- Providing support to the Director, and Deputy Directors as required.

Requirements

- Experience as a paralegal (ideally litigation).
- Currently studying (penultimate or final year) or completion of a law degree. Students, please note this is a full-time role requiring availability minimum Monday-Friday (9am-5pm).
- Exemplary communication skills, both written and verbal.
- Ability to work to tight deadlines in a fast-paced environment.
- 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

Applications for non-staff members should be submitted online no later than 5.00pm on Friday, 30 April 2021 at <https://www.seek.com.au/job/52038570>

Please include:

1. CV + a cover letter combined into a single document
2. Your most recent academic transcript

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.