



Position vacant

Paralegal, Corporate Legal (Casual)

The Law Society of New South Wales is looking to employ a Paralegal, Corporate Legal, on a casual basis up to 14 hours per week. The position will be advertised internally and externally. If any staff member is interested in applying, or requires further information, please contact the HR Department no later than Friday, 23 July 2021

Accountabilities

The Corporate Legal Services and Secretariat Department provides legal services and support in respect of the commercial activities of the organisation, in a similar manner as a commercial law firm. The Department is also responsible for ensuring that the Law Society complies with requirements of the Corporations Act 2001 (Cth) and the governing documents of the Law Society.

The Paralegal will provide legal research, other legal support work and general administrative support as required from time to time by the General Counsel and Company Secretary and other solicitors and staff members within the Corporate Legal Services Department.

Responsibilities and duties

- Providing legal assistance and support to solicitors and other staff members within the Corporate Legal Services Department in areas such as:
 - contract review (including key dates, comparisons), data entry and filing.
 - compliance monitoring.
 - litigation and complaints, and
 - projects being undertaken by the Law Society.
- Carrying out legal research and document review as requested.
- Carrying out general administrative duties, including organisation and management of files, records, and documents; and word processing.
- Drafting simple precedent based legal documents under the supervision of solicitors within the Corporate Legal Services Department.
- Drafting correspondence, reports, litigation documents, submissions, and other documentation under supervision.



Requirements

This position would suit an experienced, highly diligent paralegal seeking to develop experience in an in-house counsel environment. Requirements of the position include:

- Studying a law degree (penultimate year minimum), or a graduate of a law degree.
- Previous paralegal experience
- High level computing skills in word processing and familiarity with various software packages.
- Ability to work within short timeframes and in a fast-paced environment.
- Exemplary written and verbal communication skills.
- Attention to detail and accuracy.
- Good legal research skills.
- Ability to work with minimal supervision and to demonstrate initiative.
- Displays integrity and commitment to the Law Society's confidentiality requirements.
- Ability to adapt to a changing and flexible work environment and manage competing priorities.

Applications

Important: Please upload your most recent academic transcript instead of a cover letter.

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, should be made via <https://www.seek.com.au/job/53073842>