

# Role Description

## Legal Clerk

<b>Cluster/Agency</b>	Justice / Crown Solicitor's Office
<b>Division/Branch/Unit</b>	Legal Practice Groups
<b>Location</b>	Sydney
<b>Classification/Grade/Band</b>	Clerk General Scale
<b>ANZSCO Code</b>	599214
<b>Role Number</b>	Various
<b>PCAT Code</b>	1118172
<b>Date of Approval</b>	4 February 2015
<b>Agency Website</b>	<a href="http://www.cso.nsw.gov.au">www.cso.nsw.gov.au</a>

### Overview

The Crown Solicitor's Office (CSO) is the largest provider of legal services to the NSW Government and its agencies and the sole provider of legal services in all matters which are regarded as being core to Government functions. The CSO provides core legal services to the NSW Government on a cost recovery basis and competes with the private sector for general legal work.

The CSO is headed by the Crown Solicitor and is a Public Service Executive agency related to the Department of Justice under the *Government Sector Employment Act 2013*. The CSO's business initiatives are linked to the Department's and Government's goals and directions in terms of the delivery of quality client services and responsiveness to the needs of the NSW Government and its agencies.

The CSO's vision is:

- To be the legal service provider of choice for NSW Government Agencies.
- To be the legal services employer of choice.

The CSO provides quality legal services to the NSW government and its agencies.

Legal services are provided to the clients of the Crown Solicitor through specialist Legal Practice Groups. The Crown Solicitor heads a Legal Practice Group focusing on Government Law issues. Other Legal Practice Groups are organised into 4 Legal Divisions, and each Division is headed by an Assistant Crown Solicitor. Each Legal Practice Group is headed by an executive lawyer at Director level.

The Corporate Services Division comprises: Finance and Support Services; Human Resources; Business Systems Support; Information Management, Marketing and Communications and drives practice consistency and excellence in corporate service delivery. It delivers critical corporate functions to support the delivery of excellent legal services and has a strong client focus.

### Primary purpose of the role

Provide legal and administrative support to the practice group's solicitors and other team members to contribute to and support the efficient and effective delivery of legal services.

## Key accountabilities

- Provide support to the solicitors and team, prepare required documents, performing paralegal duties, including recording of time spent on legal work and general administrative tasks, to support the effective delivery of legal services.
- Undertake legal research and analysis on a range of issues, and prepare reports on the outcome of this research including case summaries or other written work to support the provision of legal advice and representation.
- Undertake delivery and filing of court and other documents in accordance with legal practice and procedure to ensure efficient progress of litigation.
- Provide information and assistance to both internal and external clients to ensure quality client service standards are maintained.
- Work autonomously and collaboratively as part of a team to contribute to effective working relationships.

## Key challenges

- Following instructions and completing multiple tasks as allocated given the need to complete these according to the priorities given and in the time and manner required.
- Developing an understanding of the principles of the law in which the practice group specialises, including court and registry practice and procedure, given that this needs to be developed through practice and experience and can be complex.
- Maintaining confidentiality of privileged and other information in an appropriate manner given that practice and training in this ability is required and is learnt on the job.

## Key relationships

Who	Why
<b>Internal</b>	
Assistant Crown Solicitor	Receive and discuss assigned work
Senior Solicitor	Receive and discuss assigned work, for the provision of guidance and feedback
Team members	Receive and discuss assigned work, for the provision of guidance and feedback
<b>External</b>	
CSO Clients	Receive and provide information.
Stakeholders	Legal sector professionals with whom the Paralegal may liaise in the course of providing services, for example, Court registry officers.

## Role dimensions

### Decision making

Nil

### Reporting line

Depending on the work allocated, this role reports to Solicitors and the Assistant Crown Solicitor.

## Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements





Completion of the second year of a Law Degree.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	<b>Act with Integrity</b>	<b>Foundational</b>
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Foundational</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Foundational</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Take opportunities to clarify understanding of ethical behaviour requirements</li> <li>Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role</li> <li>Speak out against misconduct, illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>Work as a supportive and co-operative team member, share information and acknowledge others' efforts</li> <li>Respond to others who need clarification or guidance on the job</li> <li>Step in to help others when workloads are high</li> <li>Keep team and supervisor informed of work tasks</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>Complete own work tasks under guidance, within set budgets, timeframes and standards</li> <li>Take the initiative to progress own work</li> <li>Identify resources needed to complete allocated work tasks</li> <li>Seek clarification when unsure of work tasks</li> </ul>
<b>Business Enablers</b> Technology	Foundational	<ul style="list-style-type: none"> <li>Display familiarity and confidence in the use of core office software applications or other technology used in role</li> <li>Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation</li> <li>Understand information, communication and document control policies and systems, and security protocols</li> <li>Comply with policies on acceptable use of technology</li> </ul>