

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Paralegal/Legal Support Officer
ICAC Grade	ICAC Officer Grade 2
Division	Legal Division
Reporting relationship	Reports to Executive Director, Legal
Position description created	August 2019

### 1. PURPOSE OF POSITION

Provide paralegal, administrative and clerical services to support the Executive Director, Legal Division and Legal Division lawyers. This includes assisting the facilitation of compulsory examinations and public inquiries, legal research, and general clerical duties such as word processing, photocopying, collating and shredding. Conduct other duties (including Associate work) as required.

### 2. NATURE AND SCOPE OF POSITION

- Assist Commission lawyers by providing administrative support for preparation and conduct of compulsory examinations and public inquiries.
- Check compulsory examination and public inquiry transcripts for accuracy.
- Conduct legal research and analysis using internal and external databases.
- Draft and review legal process relevant to the conduct of investigations under the guidance of a Commission lawyer.
- Assist with the preparation of and research for reports to Parliament and briefs of evidence to the DPP under the guidance of a Commission lawyer.
- Liaise with witnesses, legal representatives, officers from other agencies and counsel as directed by Commission lawyers.
- Provide administrative support including data entry, photocopying and collating documents, filing, preparation of hearing documents and other correspondence, scheduling of witnesses, arranging interpreters, and arranging travel and accommodation for witnesses and Commission staff.
- Assist, as required, with Associate duties in hearings.
- Manage databases, such as the suppression order database and hearing calendar database.
- Assist other Commission officers as required.

### 3. PERFORMANCE ACCOUNTABILITIES

#### Quality

- Legal research and written work is of a high standard, timely, accurate and meets Commission requirements.
- Changes to transcript are correct.
- Associate services meet Commission requirements.
- Word processing and transcription is effective to meet Commission requirements.

- Collation, photocopying and filing of documents is accurately undertaken.
- Records created and collated meet requirements as advised, and are accurate.
- Interpreter, accommodation and travel arrangements made meet Commission requirements.
- Data entered into the Commission's case management system for the registration of suppression and variation orders is accurate and reliable.

#### **Operational effectiveness**

- Work is accurate and completed in a timely manner
- Competing work demands are effectively prioritized.
- The Executive Director Legal and any Commission lawyer who has allocated work to the position holder are kept informed, in a timely way, of any compliance issues, organisational or procedural weaknesses in the systems administered.
- Associate duties are completed to an acceptable standard in a timely way.

#### **People and communication**

- Working documents and records are maintained so that information about work progress and outcomes is readily available to others.
- The position holder is engaged in his or her work and contributes to procedural improvements.
- Any conflict with others is managed and productive internal and external working relationships are established and maintained.

#### **Growth**

- Appropriate personal and professional development needs are identified and, in consultation with the Executive Director, Legal, addressed.

### **4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE AND SKILLS SET REQUIRED**

- The position holder must either hold a legal qualification, be studying for a legal qualification or have previous paralegal experience.
- The position requires experience providing administration and record keeping services within a legal environment. The position holder must have experience in using office applications and technical systems.
- The position holder must have well developed organisational abilities, be able to prioritise work and communicate effectively with people of diverse background, occupation, and seniority, both internal and external to the Commission.

### **5. SOURCE DOCUMENTS**

- Executive Division Business Plan
- ICAC Code of Conduct
- ICAC Operations Manual