

Role Description

Bail Service Administration Assistant



Organisation	Caxton Legal Centre
Business Unit/Practice	Custodial and Coronial Justice
Location	Brisbane
Reports to	Legal Practice Director
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 3 – 1.0 FTE
Approved By	CEO
Date of Approval	August 2021

Overview of Caxton

Caxton Legal Centre represents the interests of people who are disadvantaged or on a low income when they come into contact with the law. We do this by strategically advocating to government, providing legal advice and social work services, publishing legal information and building community awareness about the issues faced by the people we help.

Caxton is an independent, non-profit, non-government community legal centre. We are committed to achieving the best outcomes for people who are on a low income or otherwise disadvantaged by working with partners from the community, government, university and private sectors.

Our vision:

A just and inclusive Queensland.

Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

Primary purpose of the role

The Administration Assistant will provide clerical support to a team of lawyers and social workers responsible for applying for bail, where appropriate, for prisoners on remand. This includes undertaking general administration duties particularly related to collating paperwork associated with bail applications.

Key accountabilities

- Responsible for administrative tasks related to the operation of the Bail Support Program including, processing client referrals into the program, conflict checking, entering data into the CLASS system, filing and photocopying;
- Providing paralegal support including preparing and filing court documents, filing on client files and other paralegal tasks as requested by the lawyers and social workers
- Booking prison visits and communicating with Queensland Corrective Services
- Completing reports to support external reporting requirements

Key challenges

- Performing multiple tasks with accuracy under time pressure
- Working with clients who have complex legal and social issues

Key relationships

Who	Why
Internal	
<ul style="list-style-type: none">• Director, Coronial and Custodial Practice Director	<ul style="list-style-type: none">• Director, Coronial and Custodial Practice Director
<ul style="list-style-type: none">• Lawyers	<ul style="list-style-type: none">• To ensure lawyers priorities are understood and supported
<ul style="list-style-type: none">• Social workers	<ul style="list-style-type: none">• Provide administrative support to social workers as needed

Role dimensions

Decision making

Ensuring paperwork provided is complete to meet lawyer needs

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated experience and knowledge of general office and reception duties, including dealing sensitively and tactfully with clients in person and by telephone in an efficient, respectful and effective manner.
- Well-developed interpersonal and communication skills, in particular the ability to work with a broad spectrum of people in a multi-disciplinary environment.
- Good understanding of networked computer systems, hardware and software. A demonstrated understanding and experience of the importance of accurate and efficient data-entry and collation of information.
- Demonstrated proficiency in the use of contemporary computer applications appropriate to the position, including Microsoft Office applications.
- Strong organisational skills and the ability to prioritise and work autonomously and utilise discretion in the absence of decision makers, meet deadlines, establish work priorities and work as an efficient team member.
- Eligible to pass a criminal history check

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: