

Job and Person Specification

Title of Role: Summer Clerk

Remuneration Level: ASO1

Business Unit: Crown Solicitor's Office

Type of Appointment: Term

Division: Business Services Section

Position Number:

Job and Person Specification Approval

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Primary Purpose

The Summer Clerk position is a training and development opportunity for law students in the final years of study. The Summer Clerk is allocated to a section of the Crown Solicitor's Office and will be supervised and supported while developing skills and providing a law clerk service in the Crown Solicitor's Office.

Reporting Relationships

The Summer Clerk reports to their supervisor as directed.

Key Relationships/Interactions

- Legal and administrative staff within their allocated section.

Special Employment Conditions (if relevant)

- Some out of hours work may be required.
- The Summer Clerk may be assigned to work in any Section of the Crown Solicitor's Office.

AGD Conditions

- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.



Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Summer Clerk is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Legal Research	<ul style="list-style-type: none"> Under instruction, conduct legal research 	<ul style="list-style-type: none"> Research is comprehensively conducted and provided in a timely manner
Document preparation	<ul style="list-style-type: none"> Under the supervision of a solicitor, prepare briefs, trial or appeal books, books of authorities and documentary exhibits 	<ul style="list-style-type: none"> Documents are prepared efficiently and accurately
Assist with trials and hearings	<ul style="list-style-type: none"> Provide assistance as requested with the conduct of trials and hearings 	<ul style="list-style-type: none"> Assistance provided is of good quality and meets the needs of the requestor
Assist with costing of files and taxations of costs	<ul style="list-style-type: none"> Provide assistance with the costing of files and taxations of costs 	<ul style="list-style-type: none"> Tasks are undertaken with efficiency and accuracy
Legal precedents and templates	<ul style="list-style-type: none"> Provide assistance with the establishment and maintenance of legal precedents and templates 	<ul style="list-style-type: none"> Tasks are undertaken with efficiency, accuracy and compliant with established policies and guidelines
Compliance	<ul style="list-style-type: none"> Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> Active participation and contribution in responsible and safe work practices. Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department; Documents and correspondence filed according to States Records Act, 1997.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> • Completing final years of study in Bachelor of Laws. • Ability to communicate effectively, both verbally and in writing. • Ability to work successfully under supervision using initiative and judgement. • Under supervision, ability to learn quickly while undertaking legal research and draft legal documents. • Ability to recognise and deal appropriately with confidential matters. • Under supervision, ability to analyse legal problems, identify issues and draft legal advice. • Ability to work effectively as a member of a team. • Ability to determine, prioritise and meet deadlines. • Ability to perform duties accurately, efficiently and in a timely manner • Knowledge of word processing packages. • Knowledge of various areas of the law. • Knowledge of legal research techniques. • Knowledge of the principles and practice of the WHS Act and Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees and the principles of diversity appropriate to the requirements of the role.
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Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the role of Summer Clerk. This group of behaviours are applicable to your success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Strategic Focus (Foundational)	<ul style="list-style-type: none"> • Understands how own work contributes to goals and plans • Recognises how own work impacts on others • Shares awareness of potential problems and opportunities • Identifies risks within own work practices • Contributes to business planning • Is open to change and new approaches
Results Orientation (Foundational)	<ul style="list-style-type: none"> • Clarifies expectations and instructions from manager/supervisor and seeks assistance as required • Ensures progress is communicated with manager/supervisor • Pays attention to detail to ensure quality results • Follows due process to achieve outcomes • Delivers results by agreed timeframes • Actively contributes to continuous improvement • Reorganises work when priorities change
Service Delivery Excellence (Foundational)	<ul style="list-style-type: none"> • Shares capability and expertise to achieve outcomes • Adheres to performance requirements to achieve work outcomes. • Effectively manages their own performance positively contributing to team performance • Provides clear, honest and timely feedback to others • Delivers high quality internal and external customer service • Is aware of financial responsibility and accountability • Accesses appropriate resources to achieve outcomes
Relationship Management (Foundational)	<ul style="list-style-type: none"> • Maintains effective working relationships • Works cooperatively with others • Actively seeks relevant information and views from others • Shares information and knowledge as appropriate • Is aware of the situation and audience in work environment and acts accordingly • Actively listens and communicates clearly • Seeks ways to resolve conflict and escalates when appropriate
Professional Approach and Drive (Foundational)	<ul style="list-style-type: none"> • Displays respectful and ethical behaviour • Maintains strict confidentiality of information • Understands the value of diversity • Is open to developing skills and knowledge • Receptive to feedback and uses this to improve performance • Is flexible and adaptable • Remains positive and recovers quickly from setbacks • Looks after own wellbeing and raises concerns where necessary

Acknowledged by
occupant

/ /

(Print name)

(Signature)

Acknowledged by line
manager

/ /

(Print name)

(Signature & title)

