

Legal Administrative or Personal Assistant

The role of a Legal Administrative Assistant and Personal Assistant is to work with care and compassion under the supervision of Lawyers, Executive Assistants, and Directors, with clients to prepare and progress Family law matters through mediation and courts towards settlement.

Performance Indicators

S.no	Performance indicator	Measurement of performance indicator	Assessment period
1	Drafting legal documents.	Ensure that you assist your supervisor with drafting emails and letters with regard to legal matters. This can include drafting correspondence, affidavits, compiling indexes, briefs to counsel, letters to clients and third parties, the other side's legal representatives and the court. It may include subpoenas, consent orders, instructions, and legal briefs with various parties.	6 months
2	Office administration.	Ensure that you are undertaking all office administration task such as filing papers, answering telephone calls, and maintaining and organising reference files. Be highly pro-active, show initiative, and caring in the tasks that require completion.	6 months
3	Client interviews.	Ensure that you assist the supervisor to prepare and undertake client interviews. Ensure that you follow up with all necessary process and procedures for such interviews. All task should be conducted in the most timely and efficient manner. You may be required to assist your director or lawyer with the appointment, reminders, or anything else that will make the process go well for the client.	6 months
4	Administration	Conduct all administrative tasks in a timely manner and with 100% accuracy and in accordance with company practices, policies and processes. Proficient in all software systems used by the legal practice for managing matters and clients.	6 months

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5	Manage schedules	Responsible for the calendar of the supervisor, and co-ordination with other relevant people, calendars and parties, ensuring meetings are scheduled, communicated, coordinated and conducted on time and with appropriate resources, meeting rooms, equipment, refreshments and preparation.	6 months
6	Professional Development	Commitment and dedication to a constant process of professional development using in-house and external resources. Enthusiasm for sharing knowledge and teaching others. Curious about systems and process and keen to improve them.	6 months

Other roles and responsibilities

- Work closely with legal supervisor and take instructions efficiently
- Conduct all necessary pre-prep activities
- Apply knowledge with regards to the law
- Incoming mail – scanning, filing and distribution
- Outgoing – recording and disbursing accurately

Previous experience

- Understand the principles of Law
- Computer skills and knowledge
- Highly pro-active
- Microsoft Office Suite – Intermediate - Advanced
- ACTIONSTEP legal matter management advanced
- Knowledge and operation of standard office equipment
- Current knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Strong communication skills - written and verbal
- Excellent planning and organising
- Ability to effectively prioritizing
- Problem assessment and problem solving

- Information gathering and information monitoring
- High attention to detail and accuracy
- Flexibility and adaptability
- Strong customer service orientated
- Teamwork focus and approach

Education

A Legal Clerk's career development is based on legal and administrative experience and demonstrated capability.

1. Legal Administrative Assistant (LA) is a legal clerk with 0 – 3 years of general administrative experience, including law and other students, and administration assistants with low to no experience.
2. Personal Assistant (PA) is a legal clerk 3 – 5 years, includes people with significant administration experience and some legal experience.
3. Executive Assistant (EA) is a legal clerk with 5 years, and includes people with significant legal and administration experience, Leadership responsibilities managing a team, workflow, creating precedents and managing up, including reporting to a Director