

Bail Service Admin Assistant

Classification: Level 3

Remuneration: \$ 59,359 FTE (pro-rata) plus super and attractive salary packaging options

Type: .08 FTE fixed term contract till 30 June 2021

REF: BAI1002

An opportunity to make a difference

Caxton Legal Centre Inc. represents the interests of people who are disadvantaged or low-income earners when they come into contact with the Law. Caxton is seeking a .08 FTE Bail Service Admin Assistant, to work in a newly funded program to assist prisoners on remand to seek bail.

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

Key accountabilities

- Copying and collation of documents
- Input client information into the CLASS database
- Run reports to support external reporting requirements

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

If you are interested in joining a team who are highly committed to social justice and value diversity and human rights, please send your cover letter addressing the key accountabilities and essential requirements along with your CV quoting reference: BAIL1002 to vacancy@caxton.org.au.

Applications must be received by close of business **Friday 19 April 2019**. Due to the high volume of applications, only those successful in gaining an interview will be contacted.

FURTHER INFORMATION