

Legal Support Officer Selection Criteria

Essential:

1. Demonstrated skills in legal triage, client intake and administrative support in a legal or similar environment, and ability to manage competing demands.
2. Good written and verbal communication skills, ideally demonstrated in a front-line service delivery role.
3. Demonstrated experience providing trauma-informed care to people experiencing vulnerability, in particular people who have experienced domestic abuse.
4. Ability to work independently, as well as collaboratively as part of a team.
5. IT skills, with the ability to adjust to changes in technology and office systems.
6. Commitment to the objectives of Community Legal Centres.

Desirable:

1. Knowledge of Australian law and legal systems.
2. Familiarity with referral networks of the 'access to justice' sector in NSW.
3. Experience in developing processes and systems for a workplace.