

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 working with 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