

# LAW CLERK

## About ALG:

We understand how to work together to develop and inspire each other, promoting a safe environment to succeed and grow.

We are honest, fair, and accountable to the Court, our clients, and each other.

At ALG we accept and embrace each other's shared values and differences to create a fun yet professional workplace.



## Position Overview

The main function of a law clerk is to support the lawyers with their work through a variety of support-based and administrative duties. Law clerks will be trained in many different aspects of the law and are a vital part of the ALG team.

## Essential Job Functions:

- Provide assistance to all professional staff in the delivery of legal services, including but not limited to:
  - Research;
  - Drafting documents;
  - Collating information; and
  - Document management.
- Provide assistance to all administration staff in the performance of administration services, including but not limited to:
  - Photocopying;
  - Filing;
  - Dictation; and
  - Answering telephone calls.
- Reporting directly to your supervising solicitor, deliver all services, and perform all reasonable directions given to you by your supervising solicitor, and any other manager of Access Law Group.

## Non-essential Job Functions-teamwork:

- Work effectively and efficiently with all support team members; and
- Liaise with all other law clerks to ensure continuity of clerk services when personnel are on leave.

## Requirements:

- High level of administrative experience;
- Methodically disciplined to complete all tasks required;
- Highly organised with ability to meet deadlines and timeframes under pressure;
- Understanding of correct legal processes; and
- Experience in Microsoft Office software.

## Prerequisites and ongoing essential obligations:

- Studying towards completion of a Law degree

Please email cover letter and CV to [jbernhorster@alg.com.au](mailto:jbernhorster@alg.com.au)