



ALS

Aboriginal Legal Service (NSW/ACT) Limited

Internal Job Advertisement

Position Title	Administration Officer
Fulltime, Part time, Temporary or Casual position	Permanent Full -Time
Location	Bourke NSW
Aboriginal or Torres Strait Islander Identified position (yes or no)	Yes
Closing Date	Monday, 8 April 2019
Responses to	Ms Christy Cromelin Regional Administration Coordinator Email: Christy.Cromelin@alsnswact.org.au Phone: 02 6841 6966
Purpose of position	Provide high quality support to clients, in accordance with the ALS policies, procedures and guidelines; to contribute to the implementation of the Aboriginal Legal Service's strategic plan to deliver high quality legal services to Aboriginal clients.
Key Responsibilities	<ul style="list-style-type: none">• Provide word processing and administrative support using Microsoft Office Systems• Liaise with professionals, including in- house solicitors, external barristers, medical professionals, court staff and other ALS staff members and stakeholders• Where appropriate, assist clients with non court matters and referrals at reception and on phones• Arrange administrative aspects of Community Legal Education