

Position title: Legal Administrator

Department: Professional Standards

Reports to: Prosecutions Manager

Location: Auckland

About the Law Society

The New Zealand Law Society | Te Kāhui Ture o Aotearoa (Law Society) is the professional body for barristers and solicitors in New Zealand. The Law Society regulates all lawyers practising in New Zealand and is a membership organisation for lawyers. With 13 branch offices throughout the country, the Law Society is the Kaitiaki (guardian) of the practice of law in Aotearoa New Zealand and acts to protect the consumers of legal services.

Position Purpose

To assist the Prosecutions Manager with administration and secretarial support.

Delegations

- N/A

Key Internal Relationships

- General Manager Professional Standards
- Chief Legal Counsel – Professional Standards
- Prosecutions Manager
- Professional Standards employees
- Law Society Standards Committees
- Law Society Managers
- Other Law Society National and branch staff

Key External Relationships

- New Zealand legal profession and the public
- New Zealand Lawyers and Conveyancers Disciplinary Tribunal (Tribunal)
- Courts
- Instructed counsel

Accountabilities, Responsibilities and Performance Measures

Accountabilities/Responsibilities	Performance Measures
General accountabilities <ul style="list-style-type: none"> • Provide secretarial and administrative support to the Prosecutions Manager as required. • Assist with discovery, responses to requests, and preparation of documents. 	<ul style="list-style-type: none"> • General accountabilities are achieved as required and to a high standard.

<ul style="list-style-type: none"> • Assist in filing of Tribunal and Court proceedings and service of documents. • Preparing correspondence, including drafting, as required. • Maintaining electronic filing systems of documents. • Minute taking and other administrative tasks for meetings as required. • Answering email and phone enquiries from Law Society employees, external lawyers, instructed counsel and the public. 	
Other duties <ul style="list-style-type: none"> • All other duties as reasonably required by your manager. 	<ul style="list-style-type: none"> • Achieved as required.

Safety and Wellbeing

The incumbent is responsible for:

- My own health and safety and that of my colleagues
- Reporting of all incidents and near misses

Qualifications, Skills, Knowledge and Experience

To be effective in the position of **Legal Administrator** you must have the following qualifications, knowledge, and experience:

- Knowledge of MS Office 365, Teams, Word & Excel, and experience of Zoom video conferencing.
- Legal knowledge or experience working in a legal environment preferred but not essential
- Good written and oral communication skills which includes reviewing external correspondence.
- Ability to self-manage and work independently but ask questions when necessary.
- High degree of accuracy and attention to detail.
- Ability to effectively deal with difficult people.
- Good time management and ability to manage competing priorities.