

## LEGAL ADMINISTRATOR/PARA-LEGAL POSITION DESCRIPTION

<b>Position Title:</b>	Legal Administrator/Para Legal		
<b>Department/Group:</b>	Legal Team		
<b>Location:</b>	8 Station Street, Mitcham, Victoria.		
<b>Position Type:</b>	Permanent full or part time	<b>Level/Salary Range:</b>	\$45,000-55,000 Per annum dependant on experience
<b>Employment hours:</b>	Full time Monday – Thursday 8.30am to 5.30pm      Friday – 8.30am to 5.00pm Part time Monday to Friday 9am to 4pm		
<b>Report to:</b>	Team Leader/Managers		
<b>Dress code:</b>	<b>Male Team Members:</b> Business suit,	<b>Female Team Members:</b> Business suit,	
<b>Leave Entitlements:</b>	Annual leave of 4 weeks per annum Personal leave of 10 days per annum (Pro-rata for part time)		
<b>Performance Reviews:</b>	Annually – October/November		

### PROBATIONARY PERIOD

Employees commence on a three (3) month Probationary Period as this forms part of the selection process. During the probationary period, either party may terminate without assigning any reason except in the case of gross misconduct at which time summary dismissal will occur. The notice period is one (1) week and we reserve the right to pay one (1) week's wage in lieu of notice.

Prushka/Mendelsons Lawyers have the right to extend the Probationary Period for a period of no longer than (3) months.

### INDUCTION AND TRAINING

We are seeking applicants who have had a successful and stable work history, have good interpersonal skills, an ability to communicate with people at all levels and a desire to learn and develop.

The induction program will provide a comprehensive orientation to Mendelsons/Prushka, its culture, processes and systems and then there will be on-going training and development provided within the Legal Team.

### SUPPORT

All successful applicants will be mentored and encouraged to ask questions.

Within the company, there is an investigations team, Accounts team, Team Leaders and Management staff each of which is available to provide guidance and assistance.

#### BACKGROUND

Ideally, you will have worked as a Legal Assistant/Para Legal in the field of Civil Litigation with at least 3 years experience, and have a sound job history.

Legal Assistants that are looking to further their career may find this position particularly appealing.

#### MENDELSONS LAWYERS – LEGAL DEPARTMENT

Mendelsons Lawyers works solely for Prushka Fast Debt Recovery and handles all its legal work across all States and Territories in Australia.

The team currently consists of 8 Lawyers, 6 legal support staff and 4 legal cadets. The position will be suited to applicants who enjoy working as part of a team, being busy and are able to manage their time efficiently, have excellent interpersonal skills and a strong understanding of legal processes and procedures.

#### JOB DESCRIPTION

- Work strictly within the Privacy Act and debt collection/Professional Standards guidelines
- Preparation of legal documents and correspondence
- Lodging of documents using on-line systems
- General administrative tasks including photocopying and faxing
- Maintain hard copy filing
- Maintaining and amending precedent bank
- Sign and dispatch letters/emails
- Liaising with clients and debtors via telephone and email
- Work through internal diary/queuing system
- Entering of notes of conversation with clients and debtors on internal database system
- Liaising with other departments within the company structure
- Maintain a clean and healthy work environment

#### SKILLS & ATTRIBUTES REQUIRED

- 3-4 years experience as a Legal Administrative Assistant/Para Legal
- Intermediate to Advanced Word and Outlook
- Knowledge of the structure and content of the English language including the spelling of words, rules of composition and grammar
- Pro-active approach
- Clear and concise phone manner
- Ability to relate to persons at all levels

- Able to convey information effectively
- Able to manage one's own time effectively
- Able to spend approx. 6 to 7 hours per day in a seated position
- Able to spend considerable part of the day working on a computer/telephone
- Minimum typing speed of 60-70 words per minute with over 90% accuracy
- Ability to concentrate on a task over a prolonged period of time without being distracted
- Ability to function as part of a team
- A professional attitude
- Capacity to work with minimal supervision

#### ABOUT MENDELSONS LAWYERS/PRUSHKA

- **MENDELSONS/PRUSHKA started business in 1976**
- **MENDELSONS/PRUSHKA** employs approximately 130 people, Mendelsons is fully integrated with Prushka. The company is divided into the following teams:

- **Accounts**
- **Administration**
- **Advanced Collections**
- **National**
- **Commercial**
- **Corporate Health**
- **Electronic Data Processing**
- **Fleet Recoveries**
- **Investigations**

- **Human Resources**
- **Lawyers**
- **Legal**
- **Pre-Legal**
- **Healthcare**
- **Client Services**
- **Special Projects**
- **IT – Technical Services**

Head Office is situated at No. 8 Station Street, Mitcham and there are branch offices in Adelaide, Ballarat, Brisbane, Cairns, Dubbo, Geelong, Launceston, Newcastle, Sydney, Wagga and Warrnambool

#### HOW TO APPLY

**COMPLETE OUR APPLICATION FORM & ATTACH YOUR RESUME**

PLEASE NOTE;

PHOTO ID AND EVIDENCE OF CITIZENSHIP AND VISA STATUS WILL BE REQUIRED AT INTERVIEW STAGE  
 CONFIRMATION WILL BE SOUGHT VIA DEPARTMENT OF IMMIGRATION

[www.prushka.com.au](http://www.prushka.com.au)

OR

**Fax:**

(03) 9872 4757

Subject Line: Legal Administrative Assistant

**Attention:** Recruitment

**Mail:**

Attention: Recruitment

Private Bag 6

MITCHAM VIC 3132