PARALEGALS
TEMPORARY EMPLOYMENT
FULL-TIME or PART-TIME POSITIONS

The NSW Crown Solicitor’s Office (CSO) provides a full range of legal services to the NSW Government and its agencies. It operates commercially and competes with private law firms for much of its work. The CSO advises and represents its clients in many complex, interesting and often sensitive matters.

The CSO is seeking to employ paralegals (legal clerks) to support solicitors in managing their legal practices. Paralegals undertake legal research, prepare court documents and briefs for counsel, arrange conferences with clients and counsel, and provide administrative support.

Salary and Benefits
Starting salary will depend on how many years of study have been completed. As a guide, the full-time starting salary range is between $36,229 - $39,400pa (note: part-time employment is rewarded on a pro-rata basis). In addition to salary, you will receive employment benefits such as:

- Flexible working hours
- Superannuation (equal to 9% of salary)
- Generous leave provisions, including 4 weeks recreation leave
- Leave loading (equal to 17.5% of annual leave payments).

To be considered for these positions, you will need to address the following selection criteria:

- Completion of at least the second year of legal studies
- A record of superior academic achievement
- Proven research skills including electronically assisted research
- Ability to exercise discretion, initiative and work to deadlines in a team environment
- Excellent written and oral communications skills
- Excellent client service skills.

TO APPLY please obtain an information package by calling (02) 9224 5000 or emailing csorecruit@agd.nsw.gov.au. Please quote the job reference number: RF018/2008. Applications close on 4 July 2008.

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