



ROLE DESCRIPTION

Paralegal and Administrator

| | |
|----------------|--|
| Position: | Paralegal and Administrator |
| Location: | Brisbane |
| Hours of work: | Part time 4 days per week 30.4 hours 0.8 FTE |
| Salary: | Level 4.1 SCHADS Award \$43.08 / hour \$68,100 pro-rata excluding super |
| Duration: | 12 month contract, with possibility of extension |
| Closing date: | 30 June 2025 |
| Start date: | 14 July 2025 |
| Contact: | Helen Blaber Director / Principal Solicitor pls@plsqld.com 3846 5074 |

ABOUT PLS

PLS is a specialist community legal centre that provides legal assistance to people in prison about matters arising from imprisonment. Our purpose is to help people who are vulnerable in prison. We work towards achieving this purpose by focusing on the following issues:

- Human rights violations;
- The use of solitary confinement;
- Satisfying parole eligibility requirements to achieve safe release; and
- Obtaining access to rehabilitation.

PURPOSE OF ROLE

The Paralegal and Administrator position involves supporting a small team of solicitors working with people in prison on issues arising from imprisonment.

Key accountabilities

- Answer the PLS administration line, undertake intake processes for new enquiries and provide information to external stakeholders in response to enquiries.
- Undertake administrative tasks including processing client intake, referrals, file administration, updating client database and internal housekeeping needs.

- Conduct legal research, take instructions from clients, maintain accurate file notes and records of interview, draft correspondence and undertake legal tasks.
- Participate in regular team meetings regarding complex cases and files allocation.
- Provide community legal education support including assistance with resource preparation.
- Participate in maintaining a competent and professional organisation, performance reviews, data entry, engaging in professional development, compliance with centre's risk management guide and policies and procedures

ESSENTIAL REQUIREMENTS

- Enrolment in (or completion of) Bachelor of Laws Degree.
- High level of computer literacy and competency in Microsoft 365 software and ability to learn and use the database system Actionstep.
- Excellent time management, attention to detail and ability to meet deadlines.
- Ability to deal with sensitive and confidential information with discretion and compassion.
- Ability to work collaboratively within a small team.
- Driver's licence and ability to attend prisons (criminal history check required).

PLS is an equal opportunity employer. First Nations people are encouraged to apply.

Please submit a short cover letter and CV to pls@plsqlld.com by 5pm on 30 June 2025.