

PARALEGAL POSITION (A03) - PAROLE BOARD QUEENSLAND

The Parole Board Queensland's Legal Services Unit is seeking a Paralegal to start as soon as possible.

We are a busy legal team based in the State Law Building, on the corner of George and Ann Streets, Brisbane. This position would be of particular interest to students who have an interest in administrative law, criminal law and human rights law.

The key aspects of the Paralegal role are:

- responding to enquiries from solicitors;
- assisting with the preparation of applications for judicial review (and some instructing) - e.g., drafting affidavits, drafting correspondence to applicants, liaising with the Supreme Court about listings, requesting documents, requesting transcripts etc;
- assisting with the preparation of briefs for 'No Body No Parole' hearings (see s.1750 of the *Corrective Services Act 2006*);
- checking the provision of material exhibited to draft affidavits prepared for applications by the Attorney-General under the *Dangerous Prisoners (Sexual Offenders) Act 2003*;
- preparing material in response to notices to produce/subpoenas in Inquests, Child Protection matters etc;
- some legal research; and
- general administrative tasks for the Legal Services Team.

Employment is on a temporary contract basis. The pay is at the A03-Level 1 scale. Part-time and/or job share arrangements for discussion with some flexibility with respect to hours of work and working from home.

Please send your curriculum vitae (including two referees) to Lisa Hendy, Director Legal Services: Lisa.Hendy@PBQ.qld.gov.au.