



Environmental Defenders Office

Legal Administrator - Position Description

Job title: Legal Administrator

Reporting to: Managing Lawyer of allocated team (TBC)

Purpose of the position:

Legal Support

The Legal Administrator role is an integral member of the assigned legal team/s, providing organisational and clerical support across a range of tasks. Duties and responsibilities may include but are not limited to:

- Prepare and manage legal documents, including legal briefs, legal files, correspondence, and other court-related documentation.
- Legal tasks e.g. typing or copying of documents, preparation of presentation materials, urgent court filings, proofreading, performing conflict of interest checks
- Manage the team's legal files, including opening, closing, filing, and archiving
- Update and maintain legal databases, registers, and other electronic and hard-copy records
- Liaise with clients, barristers and other parties as directed
- Assist with litigation disbursements, client invoicing and cost agreements
- Assist solicitors and volunteers to understand and use EDO's file management systems (CLASS, Sharepoint, LEAP)
- Entry of new intake into file management systems where required by team, apply intake guidelines or policies, and assist National Intake Solicitor as required
- Support the legal volunteer program, including induction, and rostering
- Assist senior staff with reporting on legal service delivery as per grant agreements or other compliance reports
- Other ad hoc tasks as required for the benefit of the team

General Administration

Legal Administrators may also be required to provide general administrative support in coordination with the National Operations Coordinators, IT and Finance Teams. The division and frequency of these responsibilities will vary, depending on the circumstances of the office in which they are located and the number of legal administrators working there. This may include:

- Reception: Greet visitors, direct phone calls, respond to or redirect emails, and handle post
- Monitor and order staff amenities and office supplies
- Liaise with building manager and monitor WHS issues
- Ensure office complies with health directions and office policies especially in relation to Covid-19
- Troubleshoot IT issues
- Petty Cash
- Assistance with meetings and events
- General office duties