ACT Government Solicitor

The work we do

Updated: Tue, 25 May 2010 11:14:56 +1000
Printed: Fri, 24 May 2013 02:19:14 +1000
Revision: 8

Lawyers

Lawyers are generally recruited at the less senior level and take advantage of working across the diverse range of legal matters we undertake. This experience is valuable, exciting and our teams have great opportunities and close contact with clients.

We also selectively recruit mid-range and senior lawyers when special needs arise.

We are keen to hear from talented lawyers who are interested in joining the leading government law firm.

Law Clerks and Paralegals

The office of the ACT Government Solicitor has several law clerks and paralegals supporting the work of lawyers. These positions involve everything ranging from providing clerical and paralegal support to lawyers to conducting more complex legal research and drafting as graduate lawyers, not yet admitted to practice. As a member of our team you will have excellent opportunities for personal development and advancement.

Legal Assistants

Our office has approximately 15 legal assistants, each supporting a small group of lawyers.

Typical work of legal assistants include:

- Providing secretarial and clerical support to lawyers.
- Screening, answering or placing telephone calls.
- Word processing of opinions, court and legal documents and associated correspondence.
- Assisting with the management of lawyers' files, opinions and time sheets.
- Attending to travel arrangements.

Corporate and Business Support Staff

The ACT Government Solicitor delivers some internal corporate and business services, principally in the

areas of:

- records and workflow management
- human resource management
- matter costing and billing
- financial management and budgeting
- information technology.

While these are not our 'core' legal activities, they are certainly critical to the operations of the office.