

**Administrative  
Appeals  
Tribunal**

**DUTY STATEMENT**

**Classification:** AAT Broadband 3/4  
**APS Classification:** APS 4  
**Local Title:** Administrative Assistant - Legal  
**Registry:** Brisbane

**Duties:**

Either individually or as a member of a support team:

1. Undertake legal research which may include case law research, monitoring of legislation and/or preparation of case summaries.
2. Assist with the preparation and legal editing of Tribunal orders, decisions and reasons for decision. Prepare catchwords and summaries of reasons for decision.
3. Provide administrative support which may include pre-hearing liaison with parties and managing and case management of files.
4. Ensure the efficient and effective conduct of hearing, including recording and safe keeping of exhibits, swearing in witnesses and recording orders.
5. Ensure the efficient conduct of members' offices, including maintenance of library, attending to correspondence, diary maintenance and filing.

**NOTE:** Individual positions at this level may be assigned work focussing on particular duties to address local registry needs. Duties are in no particular order of importance.

**Immediate Supervisor:** District Registrar  
**Conditions:**  
**Security Assessment:** N/A  
**Date Approved:** 07.09.2007

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**SELECTION CRITERIA**

**Administrative Assistant - Legal  
AAT Broadband 3/4  
(APS 4 equivalent)**

**Brisbane Office**

- 1. Job Knowledge & Skills** *(Identifies the knowledge and skills that the occupant of this position should possess in order to effectively perform the duties)*
  - a) A high standard in written and oral communication skills.
  - b) Proven well-developed legal research skills including retrieval of information electronically. Word processing skills and familiarity with computer based information systems.
  - c) Knowledge of the operations, jurisdiction, practice and procedure of the Administrative Appeals Tribunal or demonstrated capacity to quickly acquire the same.
  
- 2. Personal Attributes** *(Identifies the personal qualities that the occupant of the position should possess in order to efficiently perform the duties - usually verified by referees)*
  - a) Highly developed liaison and interpersonal skills, including the ability to work as part of a small team.
  - b) Personal maturity and confidence to act with dignity, tact and discretion in a formal environment
  - c) Highly developed organisational skills and initiative, particularly when dealing with competing demands.
  
- 3. Other Requirements** *(eg. desirable educational qualifications, formal training etc, that can be identified as being applicable to the actual duties of the position)*
  - a) A completed, or substantially completed, recognised degree in Laws of an Australia tertiary institution or comparable overseas qualification, which, in the opinion of the Registrar, is appropriate to the duties of the office.
  - b) Demonstrated knowledge of, and commitment to, the APS Values and APS Code of Conduct
  - c) Availability to travel.

*All above criteria essential unless otherwise indicated.*

**Approved  
Manager, Corporate Support**