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### POSITION DESCRIPTION

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Position Title:	<b>Paralegal – Estates Department</b>
Reports To:	John Boag
Department:	Estates
Supervising Director:	John Boag
Location:	Tamworth
Hours of Work:	8:30 am to 5:00 pm Monday to Friday
Principal Function:	To provide high quality, professional, accurate & timely services to clients of the firm.

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### DUTIES OF THE POSITION

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The provision of legal services and advice to Clients including, **where authorised;**

- conducting client interviews and taking instructions
- meeting statutory and internal disclosure obligations
- analysis and interpretation of the clients needs and the factual issues surrounding the matter
- planning and conduct of matters within the parameters of the firms policies
- undertaking legal research
- drafting, preparing, reviewing and proof reading legal documentation
- maintaining regular communication with Clients as to the progress of their matter
  
- Upholding the ethical standards of the firm and the profession in general
- Promptly handling Client enquiries (by telephone or in person)
- Fostering and managing good client relationships
- Proactively Marketing the firm and its services including participating in promotional activities
- Managing and meeting CLE obligations

- Managing incoming and outgoing mail
- Maintenance of Matter files
- Maintaining Client & Contact data records
- Creating, editing & managing documents
- Preparing, maintaining and, where applicable entering, accurate Time Records
- Participating in Fee Earner, Team & Staff Meetings
- Managing matters for other Fee Earners in their absence
- Occasional other administrative tasks as allocated by Management from time to time

Paralegals will have;

- direct management of matters and responsibility for all matters where they are the nominated Author
- a Fee budget
- a target for Chargeable Hours per day
- a target for and responsibility for managing their Debtors

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### **QUALIFICATIONS / EDUCATION AND / OR EXPERIENCE**

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Year 12 School Certificate or equivalent

Previous Paralegal experience

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### **KEY SELECTION CRITERIA**

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- Knowledge of, and experience in, the preparation of Wills, Powers of Attorney and Appointments of Enduring Guardianship
- Highly developed interpersonal and communication skills
- Excellent written communication skills
- Demonstrated computer skills including proficient use of the Internet and MS Office programs
- Proven ability to record information accurately
- Demonstrated initiative and motivation
- Proven ability to work in a busy team with minimal supervision
- Proven ability to prioritise and meet deadlines

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## SUPERVISORY RESPONSIBILITIES

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This position has no supervisory responsibilities.

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## TO APPLY

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**Email:** [mbrooks@eversol.com.au](mailto:mbrooks@eversol.com.au)

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HR Manager  
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