



# Everingham Solomons

SOLICITORS

Incorporating Thomas & Hague  
and Creagh O'Brien & Co.

Everingham Solomons is seeking an experienced Legal Secretary for our Family Law Department.

The successful applicant will need the following:

- Experience as a Legal Secretary with previous experience in Family Law
- Excellent word and typing skills
- Attention to detail
- Excellent communications skills
- Positive and outgoing
- Professional approach
- Ability to work in a team environment.

[Click here](#) for a position description.

Applications addressed to:

Private & Confidential  
HR Manager  
Everingham Solomons Solicitors  
PO Box 524  
TAMWORTH NSW 2340

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



---

## POSITION DESCRIPTION

---

Position Title:	<b>Legal Secretary</b>
Nominated Fee Earner:	Sara Burnheim
Department:	Family Law
Supervising Director:	Ken Sorrenson
Location:	Tamworth
Hours of Work:	8:30am to 5:00pm Monday to Friday
Principal Function:	To provide high quality administrative support to fee earners.

---

## DUTIES OF THE POSITION

---

- Assisting nominated fee earner wherever possible
- Handling telephone enquiries
- Handling client enquiries in person
- Assisting in fostering and managing good client relationships
- Scheduling appointments for nominated Fee Earner
- Managing incoming and outgoing mail for nominated Fee Earner
- Maintenance of matter files (both hardcopy & electronic) including opening new matters and closing completed files
- Maintaining client & contact data records
- Undertaking conflict checks where instructed by nominated Fee Earner
- Creating, editing & managing documents
- Preparation of court forms
- Receipting payments
- Ordering cheques
- Conducting searches
- Entering time records (if applicable)
- Assisting with the progression of matters within the parameters of their experience, authority and skill

- Producing draft Bills and, when authorised, final Bills
- Arranging CLE, travel and accommodation bookings
- General office duties such as copying, faxing, filing
- Assisting other Fee Earners in the absence of their regular admin support
- Maintaining confidentiality

### **Marketing**

- Proactively marketing the firm and services including participating in promotional activities as required.

### **Meetings**

- Participation in Staff Meetings.

### **Other Duties**

- Provide support to the management department as required.

---

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

---

Previous Legal Secretary with previous experience in Family Law

---

## **KEY SELECTION CRITERIA**

---

- Previous experience as a legal secretary with experience in Family Law
- Excellent word and typing skills
- Attention to detail
- Excellent communications skills
- Positive and outgoing
- Professional approach
- Ability to work in a team environment.
- Ability to identify and recommend changes to relevant policies and procedures in the day to day performance of this position
- Demonstrated initiative and motivation
- Ability to work without supervision

---

## **SUPERVISORY RESPONSIBILITIES**

---

This position has no supervisory responsibilities.