

**POSITION TITLE:** Seasonal Clerk

**STATUS:** Volunteer

**LOCATION:** 445 Hay Street, Perth

**RESPONSIBLE TO:** All WLC staff

**RESPONSIBLE FOR:** Nil

**POSITION OBJECTIVE:** The Women's Law Centre is a community legal centre funded to provide quality legal advice, information and referral to women. The Women's Law Centre provides accessible legal services on a non-discriminatory equitable basis to women facing disadvantage. Our mission is to create an environment in which disadvantaged women in Western Australia are able to achieve fair, just outcomes for a range of legal issues and access to justice. Also, to ensure through the provision of legal services, including education and law reform, that women are empowered to make informed legal choices.

The Women's Law Centre will be offering a seasonal unpaid clerkship program. The total duration (length of program) and weekly time commitments for the clerkship are flexible and can be negotiated to suit your availability with a minimum of 7.5 hours per week and a maximum of 37.5 hours per week. The clerkship will give you the opportunity to be exposed to legal practice and experience the culture of a specialist community legal centre. You will gain insight into our areas of practice, knowledge of the community sector and skill-building opportunities to build up your experience.

## **RESPONSIBILITIES AND OPPORTUNITIES:**

### **TEAMWORK AND AGENCY DEVELOPMENT**

- Implement WLC policies and procedures and act in accordance with the organisation's mission and values
- Attend casework meetings where practical
- Attend professional network meetings where practical
- Perform other related tasks as required

### **ADMINISTRATIVE SUPPORT**

- Data entry
- Administrative assistance to other staff members
- General office duties (i.e. photocopying, shredding, filing, archiving, kitchen supplies, mail, etc)

## **LEGAL EXPERIENCE**

- Observe client interviews
- Observe court appearances
- Attend outreach activities where practical and appropriate
- Assist in preparing court documents where practical
- Assist solicitors in case management
- Outside clerk duties (i.e. collections, delivers, filing documents at Courts, etc)
- Prepare brochures, booklets, newsletter(s) or information sheets/packs where appropriate and as directed
- Conduct legal research as requested, dependent on current casework/law reform projects
- Partake in other project work as directed

## **SELECTION CRITERIA:**

### **ESSENTIAL**

- Currently enrolled in a law degree on a part or full time basis
- Available to commit to a minimum of 7.5 hours a week
- Committed to the principles of social justice

### **DESIRABLE**

- Experience working with culturally and linguistically diverse people
- Experience working/volunteering in the community sector
- Experience working with women who face disadvantage
- Understanding of domestic and family violence and its impact on women and children
- Completed or are about to complete 3 years (or equivalent) of your undergraduate or one year of your postgraduate degree (this criterion is essential if wishing to do clerkship on a full-time basis for 3 weeks)