

## Paralegal

**Position Location** Brisbane

**Employment Type** Full-time, Fixed Term Contract – 12 Months

**Salary – QSNTS 4** \$58,563.68 - \$63,257.23 (negotiable based on skills and experience)

Queensland South Native Title Services (**QSNTS**) is now seeking an experienced, talented and motivated Paralegal to join our team in our Brisbane CBD office.

### About Us

QSNTS is a Native Title Service Provider funded by the Federal Government to assist Traditional Owners in the pursuit of their native title aspirations by providing a comprehensive range of statutory services under the *Native Title Act 1993* (Cth) (**Native Title Act**).

### About the Role

As a Paralegal with QSNTS, you will work in interdisciplinary teams, under the supervision of a qualified legal practitioner, to assist in the delivery of a comprehensive suite of services, including the performance of QSNTS' functions under the *Native Title Act*, to support traditional owners to pursue and implement their native title rights and interests.

Key responsibilities of this role will include:

- Providing legal administrative support within the legal cohort and to a Client Management Team ("CMT")
- Working as a member of a CMT to achieve outcomes for our clients
- Conducting legal research
- Drafting correspondence and court documents
- Preparing briefs
- Transcribing of interviews
- Minute-taking
- Managing legal records and correspondence in accordance with QSNTS information management standards
- Travelling to rural and remote parts of Queensland.

### About you

The ideal applicant will possess the following:

- Minimum two (2) + years' experience as a paralegal or legal secretary
  - Be client service oriented
  - Possess high level attention to detail
  - Be flexible and collaborative in your attitude towards your role and your colleagues
  - Excellent interpersonal, communication and organisation skills
  - Demonstrated experience in using Microsoft Office suites
  - Willing to travel to remote parts of Queensland
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- Experience using HPECM information management system (or similar records management software)
- Hold a current C class driver's licence
- Experience in Native Title will be highly regarded.

QSNTS employees enjoy a host of generous employment conditions, including attractive salary sacrificing options.

### **How to apply**

A detailed position description is available on the careers page of the QSNTS website ([www.qsnts.com.au/careers](http://www.qsnts.com.au/careers)), and applicants seeking further information are encouraged to contact Cath Gracey, Manager Human Resources & Corporate Services, QSNTS, on (07) 3224 1200.

To apply for this position, please submit a cover letter no greater than two (2) pages outlining your suitability in reference to the skills and characteristics listed in the 'About you' section above, together with your Curriculum Vitae, to [humanresources@qsnts.com.au](mailto:humanresources@qsnts.com.au). **Applications close 5:00 pm, Friday 30 April 2021**