

BANNISTERS

LAWYERS

29 June 2021

LAW CLERK REQUIRED IN CRIMINAL LAW FIRM

Part-time (flexible days)

The Firm:

Bannisters Lawyers is a small Sydney law firm practising only in criminal law. The firm largely acts for accused persons in defence of a wide variety of matters including murder, drugs supply and importations, rape and sexual assaults, robbery, woundings and traffic matters. We appear in the Local, District, Supreme and High Court, as well as Federal and State Commissions.

The Job

We are looking for a law clerk to work part-time who is highly energetic and organised. This is a demanding and busy role and an excellent opportunity get your 'foot in the door' in criminal law. No experience necessary but preferred skills include:

- Competent typing
- Mature and professional manner, approach and presentation
- Punctuality
- Attention to detail
- Good time management and organisation
- Good communication skills
- Use of Xero accounting program/Microsoft word, excel, various pdf applications

Responsibilities in the role will include:

- Liaison with clients by phone, in the office including people in gaol
- Liaison with police, DPP, other governments bodies, courts, Legal Aid by phone, email and in person
- Compiling briefs of evidence
- Compiling tender bundles for court appearances
- Keeping administrative records of briefs in/out
- Scanning of documents so all documents to on-line repository
- Support to lawyers in the office
- Answering phones
- Court appearances before a Registrar
- Occasional attending conferences with barristers
- Occasional sitting in trial instructing counsel (depending on experience)
- Office organisation

As this is a legal position, the work in this role may count towards relevant employment experience for the purpose of seeking admission as a lawyer.

Application

To apply for consideration for the role, please **EMAIL ONLY your CV to clerk@bannisterslawyers.com.au**. Please do not call. We are appreciative of your application but often receive hundreds of calls and as a small firm do not have staff available to take calls.

Thank you.

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