**Civil Solicitor – O’Brien Criminal & Civil Solicitors**

**About our firm:**   O’Brien Criminal & Civil Solicitors is a Sydney-based law firm with a strong focus on individual freedoms and liberties. The firm practices in criminal, civil and defamation law. Our civil practice is primarily focused on intentional tort litigation including assault and battery, false imprisonment, historical abuse matters and fair trading licensing issues.

As a firm, we are dedicated to providing quality legal advice and representation enforcing our clients’ rights and dignity as well a focus on the promotion on of social change.

**About the role**   Please note that his role is only suitable for candidates who have been admitted to practice law in Australia and are eligible to hold a practising certificate. As Civil Solicitor with O’Brien Criminal and Civil Solicitors you will be working in a small but tight knit team. You will assist Senior Solicitors on matters, as well as have carriage of a number of your own matters.

**You will be responsible for:**

* Client management
* Drafting court documents
* Drafting correspondence
* Attending Court
* Liaising with Counsel
* File management
* Ensuring deadlines are met
* Working closely with senior solicitors, associate solicitors and paralegals
* Maintaining an accurate and up to date record of costs and fees.

**About you**   It is crucial that you have a passion for civil law and its application in day to day life. Please consider the following criteria carefully, and demonstrate how you address all of these qualities in your cover letter:

* 1-2 or more years of practice in civil law (desired, but not essential);
* Experience working with groups who experience disadvantage;
* The ability and inclination to take initiative;
* Be resilient (as you will be dealing with sensitive and confronting material);
* Have superior written and verbal communication skills;
* Be able to work independently and in a team;
* Have an eye for details and strategic thinking;
* Willingness to learn;
* Ability to dissect complex legal issues and apply them to real life scenarios; and
* Be respectful, non-judgmental and exhibit a trauma informed approach to client management.

**How to apply**   We are looking to fill this position immediately, so please apply by sending your resume and a cover letter to Juliette.reskov@obriensolicitors.com.au as soon as possible.  If you have any queries about the position, please contact Juliette on (02) 9261 4281.  We look forward to hearing from you.