



FAMILY COURT OF WESTERN AUSTRALIA

Associate to Chief Judge (Legal) **Salary Range \$79,156 - \$84,977**

The Family Court of Western Australia invites applications for the above position from persons with a tertiary qualification in Law (preferably Honours, but not essential). This position is for twelve (12) months, with an option for a further twelve (12) months. This position commences on Monday, 15 May 2023. Applicants for this position may also be considered for an Associateship with judicial officers other than the Chief Judge within the next 12 months. One such position is available for an immediate start.

Service in this position may fulfil the work experience component of Practical Legal Training courses approved by the Legal Practice Board of Western Australia. Applicants should make their own enquiries in this regard. Applicants who have already been admitted to practice as a lawyer and would welcome the experience of working as an Associate are also encouraged to apply.

Essential Work-Related Requirements (Selection Criteria)

Legal Associates must be able to demonstrate:

- Highly developed research and analytical skills;
- Proficiency in written and oral communication skills, especially the ability to write in a simple, concise and grammatically correct style;
- Attention to detail;
- Ability to converse confidently with a range of persons from diverse backgrounds (for example, self-represented litigants, lawyers, and persons occupying high office in professional settings);
- Discretion, tact, initiative and reliability;
- An ability to be flexible and work collaboratively within a small team; and
- Proficient computer skills, particularly in Microsoft Word, Excel and Outlook.

Previous experience working in a family law environment will be considered highly desirable but is not essential.

The successful applicant will be required to undertake legal research and produce written work for the Chief Judge. There is also a requirement to carry out administrative functions in preparation for Court sittings and attend in Court and act as a Judicial Support Officer. This is an exciting opportunity to acquire a detailed understanding of family law and court procedures, working under the supervision of senior members of the judiciary.

Additional information may be obtained by Fiona Harding Manager, Listings and Judicial Support by telephone on (08) 9224 8306, or email: Fiona.harding@justice.wa.gov.au.

You must be an Australian citizen or permanent resident of Australia as defined by the Commonwealth Immigration Act, or hold an appropriate visa entitling you to work in Australia during the course of the contract (if not currently held, must be acquired prior to commencement at applicant's expense).

Applicants are requested to provide a cover letter of no more than two pages outlining their ability to meet the above work-related requirements, a CV and a current academic record. Applications should be marked *Confidential Advertised Vacancy* and be sent by email to:

Administrator, Chief Judge's Chambers
Family Court of Western Australia
Email: Kara.Voyce@justice.wa.gov.au

Applications close at 4.30pm on Tuesday, 11 April 2023

NOTE: Successful applicants will be required to undergo a National Criminal History check.