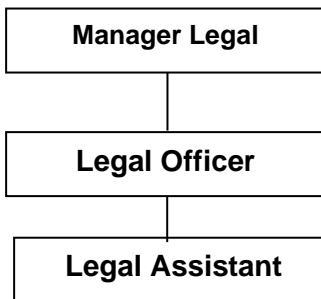


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Legal Assistant</b>
<b>Department:</b>	<b>Legal Section</b>
<b>Responsible To:</b>	<b>Manager Legal</b>
<b>Salary Band</b>	<b>\$12,898 - \$19,348</b>
<b>Responsible For:</b> <i>(Total number of staff)</i>	<b>0</b>
<b>Job Purpose:</b>	This position is responsible to the Manager Legal and in ensuring that the operation and function of the Fiji Public Trustee Corporation complies with the legal framework of the Fiji Public Trustee Act and related legislations.
<b>Date:</b>	

### Organisation Context



### Key Relationships

<b>External</b>	<b>Purpose of contact with this person/s</b>
<ul style="list-style-type: none"> <li>• Fiji Court/Ministry of Justice</li> <li>• Beneficiaries and customers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Laws, regulations, etc.</li> <li>▪ Estates &amp; Trust cases</li> </ul>
<b>Internal</b>	<b>Purpose of contact with this person/s</b>
<ul style="list-style-type: none"> <li>▪ Management</li> <li>▪ Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting line</li> <li>• Filing of legal documents/conveyance</li> </ul>

## Key Result Areas/Key Achievement Areas

The Legal Assistant position encompasses the following major functions or Key Result areas:

- Assist the Manager Legal in legal matters
- Other duties
- Attending to any other assignments delegated by management

<b>Jobholder is responsible for</b>	<b>Jobholder is successful when</b>
<p style="text-align: center;">Is Accountable for</p> <p><b>Legal administrative tasks</b></p> <ul style="list-style-type: none"> <li>• Draft all legal documents i.e., Agreements etc.</li> <li>• Attend to the filing of legal documents with the court</li> <li>• Serve court orders to defendants</li> <li>• Lodge legal documents for consent from NLTB, Land Department, Housing Authority etc.</li> <li>• Lodge legal; documents for stamping</li> <li>• Lodge legal documents for registration and attend to settlements</li> <li>• Assist in Debt recovery functions</li> <li>• Attend to all matters relating to legal work</li> <li>• Undertake all other duties that may be assigned by the Manager Legal or management</li> <li>• Carry out PMS tasks as required by the corporation</li> <li>• Attend to digitizing the legal files and process.</li> <li>• Attending to marketing and customer service duties as and when the need arises.</li> </ul>	<p style="text-align: center;">And is Successful when</p> <ul style="list-style-type: none"> <li>• All legal documentation is submitted without errors and delay, and sound legal advice is provided to staff</li> <li>• All documents are filed on time and proper filing of all correspondence on file</li> <li>• Consent and transfer are obtained on a timely basis</li> <li>• All legal documents are properly executed, stamped and validated in the legally acceptable manner</li> <li>• Registration and settlement held are carried out completely in an efficient and effective manner</li> <li>• Debt recovered in accordance with the monthly section target</li> <li>• Other duties are carried out in an efficient and effective method</li> <li>• Comply with PMS requirements</li> </ul>
<b>Operating System</b>	
<ul style="list-style-type: none"> <li>• Initiate and update the status of all legal-related tasks via FileHold</li> <li>• Innovate and engage with the legal team in Contributing to the system improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks are initiated, updated, and assigned via FileHold in a timely manner</li> <li>• 100% compliance with FileHold processes and procedures (As per the SOP).</li> <li>• Continuous improvement in the system and SOPs to achieve the following:               <ol style="list-style-type: none"> <li>1. Efficiency of Services</li> <li>2. Quality of Services</li> </ol> </li> </ul>
<b>Compliance</b>	
<ul style="list-style-type: none"> <li>• Compliance with all statutory requirements, SOPs, and policies.</li> <li>• Introduction of new systems and processes.</li> </ul>	<p>Full compliance and adherence to ensure continuous improvements and a high standard of services are provided.</p>
<b>Community Awareness</b>	
<ul style="list-style-type: none"> <li>• Attend with the team to attend to marketing and public awareness programmes as per the Corporations Marketing plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve prospective customers as per KPI's\BP</li> <li>• Increase new client as per KPI's\BP</li> <li>• Excellent presentation feedback assessment.</li> </ul>
Other tasks assigned by the management team as and when requires.	

### Key Behaviours/Competencies

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Judgment</li> <li>• Organizational knowledge and skills</li> <li>• Attitude</li> <li>• Attendance and discipline</li> <li>• Initiate</li> <li>• Teamwork</li> <li>• Planning and organizing</li> <li>• Communication</li> <li>• Mutual respect</li> <li>• Strategic planning</li> <li>• Analytical thinking</li> </ul> | <ul style="list-style-type: none"> <li>• Standards focus</li> <li>• Customer service</li> <li>• Concern for public image</li> <li>• Monitoring</li> <li>• Ethics</li> <li>• Integrity</li> <li>• Quality of Work/Accuracy</li> <li>• Fairness and Justice</li> <li>• Accountability and Transparency</li> </ul> |
|---|---|

### Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes or job-specific competencies.*

### Qualifications (or equivalent level of learning)

Essential	Desirable
Diploma in Legal Studies/Public Administration and Management  Admitted to the High Court of Fiji and has a valid practicing certificate	Degree in Law/Public Administration  Admitted to the High Court of Fiji and has a valid practicing certificate

### Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none"> <li>• 3 years experience as a Law Clerk or Clerical Officer</li> </ul>	<ul style="list-style-type: none"> <li>• 4 years of Relevant experience in a similar role</li> </ul>

### Key Skills / Attributes / Job Specific Competencies

*The following levels would typically be expected for the 100% fully effective level:*

- Thorough knowledge and understanding of the functions and process of Fiji Public Trustee Corporation
- Sound knowledge of the Fiji Public Trustee Act and related legislations
- Experience and understanding court procedures and legal requirements
- Has the ability to articulate thoughts, opinions, rationales and points in a clear, concise and logical manner
- Established high personal standards and has the courage to pursue personal convictions
- Awareness of latest business and management practices
- Ability to think critically and challenge proposals
- Is objective and independent at all times
- Ability to manage and meet established work deadlines
- Ability to focus attention to detail
- Success in improving quality of customer service
- Commitment to team work and ability to coach
- Excellent communication skills including the ability to interact with the board, management and staff
- Proficient in Microsoft office applications, word, excel and related software application
- Results oriented, highly organized and be able to work independently.

### Change to job description

*From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

\_\_\_\_\_  
Name:  
Legal Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Manager Legal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved: Name:  
Acting Chief Executive Chair

\_\_\_\_\_  
Date

### Work Complexity

Most challenging duties typically undertaken, or most complex problems solved:

- Ensuring compliance with all laws and regulations

### Freedom to Act

Guidelines available to assist job holder to make decisions e.g., policy documents, standard procedures.

- FPTCL Standard Operating Procedures
- Fiji Public Trustee Corporation Act 2006
- Trustee Act
- Wills Act

### Financial Responsibilities

Controls a budget-No

Maximum that may be spent without reference to manager - N/A

Jobholder can spend unbudgeted capital – N/A

Jobholder is responsible for committing the organisation to long-term contracts-No

Jobholder signs correspondence for Company- No