

## **Associate to the Justices of the ACT Supreme Court**

The Chief Justice and Judges of the Supreme Court of the ACT are seeking applications for Associate positions to commence in August or September 2020 and at various dates in 2021.

An Associate's primary duties include:

- Assisting the Judge in court
- Assisting with legal and general research
- Managing files in chambers
- Liaising with registry, members of the profession, parties, and the general public
- Proofing judgments

Essential qualifications:

- Law degree (completed before employment commences)
- Outstanding academic record and legal research skills (first class honours or similar)
- Excellent written skills and attention to detail in written work
- Strong oral communication skills and ability to communicate with ease at all levels
- Strong organisational skills and ability to prioritise and meet deadlines
- Capacity to work well within a small, close team
- General proficiency in technology and ability to learn and operate court related technology

Desirable qualifications:

- Demonstrated commitment to social justice
- Interest in advocacy
- Some experience in legal practice

Applicants should submit a one-page cover letter, transcript of academic record and concise resume, including names and contact details of three referees, to the Chambers Manager, Philippa Swayn, at [ea.murrellcj@courts.act.gov.au](mailto:ea.murrellcj@courts.act.gov.au) and the Chief Justice's Senior Associate, Sienna Lake, at [associate.murrellcj@courts.act.gov.au](mailto:associate.murrellcj@courts.act.gov.au) by **5:00 pm on Friday, 13 March 2020**. The cover letter should include the applicant's earliest possible commencement date.

### **Please note:**

All applications and supporting documents should be a Word file or a text searchable PDF.

Applications submitted for the position of Associate to a Supreme Court Judge since February 2019 will be considered.

Shortlisted applicants will be interviewed in late March to April. If any period during this range is unsuitable, please advise and an alternative time may be considered.