

Associate to the Justices of the ACT Supreme Court

The Judges of the Supreme Court of the ACT are seeking applications for Associate positions to commence in mid-2021, various dates in 2022, and early 2023.

In addition, the Drug and Alcohol Sentencing List (DASL) is seeking applications for an Associate to commence in mid-2021, possibly on a part-time basis (minimum three days per week).

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 (at or near completion 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, a transcript of academic record, and a concise resume, including names and contact details of three referees, to the Chambers Manager, Philippa Swain, at ea.murrellcj@courts.act.gov.au and the Chief Justice's Senior Associate, Rose Estanislao, at associate.murrellcj@courts.act.gov.au by **5 PM on Friday, 12 March 2021**.

Please note:

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

The cover letter should include the applicant's earliest possible commencement date.

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. For applicants who reside outside of the ACT, consideration may be given to conducting a virtual interview.