

ASSOCIATE (multiple roles)

The Supreme Court is seeking immediate expressions of interest for the role of Judge's Associate. Two positions in the Court of Appeal and two positions in the Equity Division are available from **early to mid-April 2022**.

A Judge's Associate supports the operations of the court by providing administrative, organisational and executive support to the judge in chambers and in the courtroom, and works closely with the judge's tipstaff and other court staff in relation to hearings and the preparation of judgments.

Selection criteria

1. Experience, preferably in a legal environment, in the provision of high level executive support services;
2. Tact, discretion and judgment to maintain the strictest confidentiality at all times;
3. Very strong interpersonal and communication skills, including liaison skills, with an excellent command of spelling, punctuation and grammar and an understanding of legal terminology;
4. Demonstrated strong organisational, administrative and problem-solving skills and high level time management skills;
5. Ability to use initiative to assist in the physical preparation of judgments, in correspondence and memoranda;
6. Ability to work independently and as part of a team;
7. Computer and word processing skills using Microsoft Office or equivalent products

TIPSTAFF (multiple roles)

The Supreme Court is seeking immediate expressions of interest for the role of Tipstaff to a Judge. Two positions in the Court of Appeal and two positions in the Equity Division are available from early April 2022. The position of a tipstaff is usually held for between 12-24 months.

Essential criteria for appointment

1. Tertiary qualifications in law, or substantial progress towards such qualifications;
2. Consistent academic achievement at credit, distinction or high distinction levels;

Selection criteria

3. Literacy, numeracy and computer skills;
4. Tact, discretion and judgment to maintain the strictest confidentiality at all times;
5. Ability to pay close attention to detail in relation to court proceedings and the proofing of judgments;
6. Excellent organisational and liaison and interpersonal skills;
7. Ability to plan and organise work in relation to multiple hearings;
8. Ability to work independently and as part of a team;
9. high level time management skills;

INQUIRIES

Obtain an information pack before finalising your application by contacting the Judicial Staff Coordinator, Alina.lwaszkiewicz@justice.nsw.gov.au.

APPLICATIONS

Expressions of interest (cover page and CV) should be sent to the Judicial Staff Coordinator, Alina.lwaszkiewicz@justice.nsw.gov.au by Friday, **25 March 2022**.