



**APPOINTMENT OF TIPSTAFF
TO THE PRESIDENT OF THE COURT OF APPEAL,
SUPREME COURT OF NEW SOUTH WALES**

Applications are invited for the position of Tipstaff to the President of the Court of Appeal, Supreme Court of New South Wales, the Honourable Justice A.S. Bell.

Position description

The appointment will commence in late January 2023. The position is generally for up to two years with the successful applicant to continue on the staff of the President for the year 2024 in the position of Researcher to the President of the Court of Appeal. Salaries in the 2021-22 financial year are \$62,839 p.a. for the Tipstaff position and \$85,938 p.a. for the Researcher position. The salaries for the 2022-23 financial year are yet to be determined.

The primary role of Tipstaff is assisting the President with hearings, proofreading judgments and legal research. The Tipstaff also performs a range of other court-related duties in chambers, assisting with some social functions as well as spending a substantial amount of time in court. In the second year of appointment the role principally involves assistance in drafting academic papers, legal research and speeches, and assisting the President and Registrar of the Court of Appeal in the administration of the Court.

Applications

Applicants must have a distinction average or higher, and must expect to complete their law degree by the end of 2022 or have already completed their degree.

Applications should contain a covering letter, full curriculum vitae, original or certified academic transcript and a sample of legal written work. Applications should also contain two written references or the name of two referees.

Applications for the position will close on Thursday 16 December 2021. Interviews will take place in late January/early February 2022.

Applications should be sent to:

Ms Edwina Chapman
Associate to the Hon Justice A.S. Bell
President, Court of Appeal
Supreme Court of New South Wales
GPO Box 3
SYDNEY NSW 2001

or emailed to:

Edwina.chapman@courts.nsw.gov.au

Email applications must include a scanned certified copy of transcript; original or certified copies will be requested at interview