



**Supreme Court  
New South Wales**

## **INVITATION FOR APPLICATIONS FOR THE POSITION OF ASSOCIATE TO JUSTICE WILSON**

Applications are invited for the position of Associate to the Honourable Justice Helen Wilson of the Supreme Court of New South Wales.

### **Position Description**

The appointment will commence in February 2020. The salary in the first year of the appointment is \$83,403.

The position of Judge's Associate is full time.

The primary function of the position is to support the operations of the court by providing administrative, organisational and executive support to the Judge in chambers and in the courtroom.

### **Applications**

Applications should contain a covering letter and curriculum vitae, along with the names and contact details of two referees.

Applications for this position will close on 22/11/2019, with interviews to take place in the following fortnight.

Applications should be sent by post to:  
Chambers of Justice Wilson  
Supreme Court of New South Wales  
GPO Box 3  
Sydney NSW 2001

or by email to:

[Chambers.WilsonJ@courts.nsw.gov.au](mailto:Chambers.WilsonJ@courts.nsw.gov.au)

### **Description of Role**

The Associate provides broadly based executive support to enable the Judge to meet obligations both within the court and, more widely, to the community, including legal practitioners, litigants in person and members of the public.

One of the most important aspects of the position's role is the accurate recording of judicial decisions and orders on court files and computer systems and communication of them to the

registry, legal practitioners, litigants in person and members of the public. The Associate maintains the court file and accurately records details of the proceedings, including appearances, timing of courtroom events and details of all documents and exhibits tendered. The Associate ensures that judgments and correspondence are produced accurately and in a timely way, releasing judgments to the internet and the parties in accordance with court and chambers policy.

Access to the Judge is managed by the Associate. Effective issue management techniques and high level communication skills are essential. The Associate liaises with other chambers and the registry on the Judge's behalf.

The Associate maintains court and chambers systems and processes, including confidential filing systems, chambers library collections and diaries. Documents and correspondence must be effectively classified, filed and indexed within chambers. Where the position holder is legally qualified, there is scope for legal research and drafting work.

The position holder is required to undertake non-Court work for the Judge.

### **Knowledge, skills & experience required**

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 negotiation and 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 prepare correspondence and memoranda, and undertake research;
6. Ability to work both independently and as part of a team;
7. Excellent computer and word processing skills; and
8. Legal qualifications are an advantage, but are not essential to the position.