

Supreme Court of NSW

Vacancies for tipstaff roles 2023

The position of Supreme Court tipstaff requires persons with the following minimum standards of competence, work skills and experience to fill several vacancies for the 2023 Law Term.

Criteria for appointment

The position of tipstaff to a Supreme Court judge requires a person with the following minimum standards of competence, work skills and experience.

Qualifications

- Tertiary qualifications in law; and
- Consistent academic achievement at distinction or high distinction levels.

Experience

- Experience in conducting legal research and writing; and
- Experience using standard office equipment (e.g. computers, printers and photocopiers).

Skills

- High level skills in legal research, including familiarity with legal databases;
- Capacity to edit material, especially draft judgments, with meticulous attention to detail;
- Ability to apply legal principles and present the results of legal research clearly and cogently;
- Computer skills;
- Interpersonal skills, including judgment, tact, discretion and diplomacy, as tipstaves may be in regular contact with members of the legal profession and other persons engaged or interested in the business of the Court, often on sensitive issues; and
- Ability to plan and organise work.

Personal qualities

- Personal qualities to fill a position which involves working as part of a small team and sometimes under time pressures.

Knowledge

- Sound understanding of legal principles and concepts;
- Understanding of, or demonstrated ability to quickly comprehend, the Court's operations and procedures.

Other Information

- Appointments will be from Tuesday, 24 January to Friday, 22 December 2023.
- Salary: \$64,429 P.A. plus employer contribution to superannuation + annual leave loading.
- Please email Cover Letter, CV and copy of Academic Transcript to the Judicial Staff Coordinator at: Alina.lwaszkiewicz@justice.nsw.gov.au
- Closing date for applications: Friday 13 January 2023