

## SELECTION CRITERIA

### PARALEGAL / LEGAL SUPPORT OFFICER LEGAL DIVISION

SELECTION CRITERIA	WEIGHTING %
Currently undertaking part time studies towards a law degree or hold a law degree (please provide a copy of your academic transcript) or have previous paralegal experience.	15%
Demonstrated ability to provide support services in a legal environment, including legal research, litigation support services and/or drafting of less complex legal documents.	25%
Demonstrated well developed organisational abilities, including the ability to prioritise work.	20%
Understanding of and ability to comply with confidentiality obligations.	15%
Ability to acquire the skills to act as Associate at ICAC hearings and relate well with other staff and external parties involved with ICAC hearings.	15%
Demonstrated administrative and clerical experience with proficiency in Microsoft Office Word, Excel and an ability to quickly acquire the skills to maintain databases and systems utilised by the Commission.	10%