

Position Description

Title	Conveyancing Paralegal
Reports to	Georgia Yanner, Director
Location	Ballarat, Victoria
Primary Objective	To autonomously manage a varied portfolio of conveyancing matters.
About the Company	Yanner Mann Dobson Law is a law firm based in regional Victoria. Whilst our bricks and mortar base is in Ballarat, we seek to have a rural reach to clients via technology, to ensure timely access to quality legal services face-to-face without the need to travel. Knowing who we are and where we are located, clients have confidence engaging with us.

Company Values

Yanner Mann Dobson is a contemporary law firm that believes in proactive, enthusiastic and professional service to assist clients who are planning for and navigating legal obstacles in life.

Our employees are approachable, people focused and committed to engaging and educating clients from varying backgrounds about their legal requirements.

We are an innovative and modern firm that engages with clients through technology, to ensure timely access to quality legal services face-to-face without the need to travel.

Duties and responsibilities

- Open files and obtain client instructions;
- Provide advice on Contract of Sale for Purchase and Sale conveyances;
- Write correspondence and follow up on document requirements;
- Prepare Land Titles and SRO documents;
- Liaise with financier to arrange settlements;
- Prepare and process Land Titles applications – subdivisions, lost title, general law conversion, adverse possession;
- Prepare settlement statements accounting to clients;
- Process and dispatch mail;
- Answer and respond to incoming telephone calls;
- Operation of routine equipment;
- Production of relevant legal documentation;
- Coordinate all conveyancing file management procedures;
- Assist with attending and processing agency settlements; and
- Perform any other task reasonably requested.

Qualifications and skill base

- Conveyancing experience;
- High level of typing speed and accuracy; and
- Proficient written and oral skills.

Characteristics

- Work is under limited supervision with checking related to overall progress, but may take the form of broad guidance and autonomy where working in teams is required. Responsibility for and limited organisation of the work of others may be involved;
- Competency involves the application of knowledge with depth in some areas and a broad range of skills. There is a range of tasks and roles in a variety of contexts, with some complexity in the extent and choice of actions required; and
- Competencies are used within routines, methods and procedures where some discretion and judgment is required in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Problem solving

Identify, clarify and resolve problems by being able to:

- identify problems;
- clarify the nature of the problem;
- investigate options and decide on the appropriate course of action;
- implement solutions;
- evaluate and report on effectiveness of solutions and related outcomes;
- assist others to identify and resolve problems in the workplace; and
- report on effectiveness of solutions and related outcomes.

Literacy

- compose routine and non-routine texts; and
- read and analyse routine and non-routine texts.

Information handling

Manage an established records management system to ensure integrity of the system by being able to:

- assemble new files;
- identify and process inactive files;
- record documentation movements; and
- update and modify existing organisational records and filing arrangements.

Communication

Collect and provide information to facilitate communication flow by being able to:

- respond to telephone, oral and written requests for information;
- draft routine correspondence in response to a need or request;
- re-direct enquiries;
- undertake follow up action where required; and
- transcribe oral instructions by writing shorthand notes for the production of a text.

Enterprise/industry

Provide information and advice to promote the products/services of the organisation by being able to:

- clarify specific needs of a client;
- provide information and advice on current service provision and resource allocation within area of responsibility;
- re-direct enquiries; and
- follow up.

Receive visitors to ensure a positive image of the organisation is presented by being able to:

- greet visitors; and
- attend to visitors' needs.

Process client complaints to ensure the goals of the organisation are met by being able to:

- clarify the nature of the complaint;
- identify options for resolution; and
- act to resolve the complaint.

Technology

Operate a range of office equipment to complete non-routine tasks by being able to:

- operate equipment;
- identify and/or rectify minor faults;
- maintain storage media; and
- maintain filing system;

Edit computer data using computer skills by being able to:

- open files; and
- edit information;

Produce complex documents using computer skills by being able to:

- establish document structure;
- determine presentation and format documentation; and
- produce documents;

Operate and maintain computer printers by being able to:

- set printers for document requirements; and
- maintain printers.

Organisational

Establish own work schedule to achieve designated team goals by being able to:

- co-ordinate own work routine with others;
- make and record appointments on behalf of another/others; and
- assist with appointment preparation and follow up.

Team

Participate in allocation and completion of team tasks by being able to:

- clarify tasks to achieve group goals;
- negotiate allocation of tasks;
- complete own tasks;
- assist others to complete (team) tasks; and
- monitor completion of allocated tasks.

Business/financial

Process financial documentation for cash flow and accounting records by being able to:

- reconcile invoices for payment to creditors;
- prepare statements for debtors;

Legal

An understanding and appreciation of the structures of the Victorian legal system by being able to:

- acquire and apply a limited knowledge of professional legal functions under direct supervision as a clerk by being able to interview clients, draft (for checking) documents and instructing on standard legal matters; and
- exhibit a basic understanding of different areas of law as they are dealt with, within the firm or between firms or between the firm and legal institutions for means of referral.

Employee
Name:

Signature

Date:

Director
Name:

Signature

Date: