

ADMINISTRATIVE APPEALS TRIBUNAL VACANCY

Administrative Assistant Legal
Canberra
Temporary, full-time vacancy
Level: AAT 3/4 - \$56196 - \$61016 P.A
Plus 15.4 % Employer Superannuation

The Commonwealth Administrative Appeals Tribunal is an independent tribunal which reviews, on the merits, a wide range of decisions made by Commonwealth Ministers, officials, authorities and other tribunals. The Tribunal has jurisdiction under some 400 enactments.

The Tribunal seeks applications from interested persons for a temporary vacancy in its Canberra Office for a period of 12 months, which subject to PS regulation 3.6, may be extended. The duties will include: undertaking legal research which may include case law research, monitoring of legislation and preparation of case summaries; assisting with the preparation and legal editing of Tribunal orders, decisions and reasons for decision; preparing catchwords and summaries of reasons for decisions; drafting directions and interlocutory orders and providing administrative support, including pre-hearing liaison with parties and acting as a Tribunal attendant.

A completed or substantially completed recognised degree in Law is mandatory.

The successful applicant will commence in late October or early November 2011.

Selection documentation can be obtained from the HR section, Freecall 1800 641 525, by email to hrm@aat.gov.au or on the Tribunal's website, www.aat.gov.au.

Hearing or speech impaired applicants may ring the National Relay Service (NRS). TTY users phone 133 677 and ask for 1300 366 700. Speak and listen users phone 1300 555 727 and ask for 1300 366 700. Internet relay users connect to NRS (www.relayservice.com.au) and ask for 1300 366 700.

The contact officer for enquiries regarding the position is the District Registrar on (02) 6243 4621.

Applications must address the Selection Criteria contained in the selection documentation and include the names of referees.

Applications close on 26 August 2011 and can be forwarded to hrm@aat.gov.au or:

HR Team Leader
Administrative Appeals Tribunal
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