



SUPREME COURT OF WESTERN AUSTRALIA

RESEARCH ORDERLY TO JUSTICES MURPHY AND MAZZA

Applications are sought from law graduates and young lawyers for the position of **Research Orderly to the Hon. Justices Murphy and Mazza** of the Court of Appeal of Western Australia.

Applicants may apply to be considered for either (1) a full-time role (Research Orderly to Murphy and Mazza JJA) or, (2) a part time role for 2.5 days a week (Research Orderly to Murphy JA), or (3) a part time role for 2.5 days a week (Research Orderly to Mazza JA). Applicants need only apply once and must specify which role(s) they wish to be considered for. Employment begins at a time to be agreed in January 2019 and ends on 31 December 2019.

In collaboration with the Associates and Research Associate to their Honours, the Research Orderly will provide clerical and administrative assistance to the judges. This assistance includes:

- Conducting research and drafting advice memoranda;
- Proof reading judgments; and
- Preparing the judges' files prior to hearings.

The Research Orderly will also act as Orderly for their Honours. The Orderly role includes:

- Preparing courtrooms for hearings, including providing water and bringing materials into court;
- Providing assistance to the Associates and Research Associate to ensure court hearings proceed smoothly and efficiently;
- Administrative and clerical duties including obtaining authorities, photocopying, mail and message requirements and amending loose-leaf materials and statutes;
- Assisting with the set-up, service and pack-down of court functions; and
- Other incidental office and personal tasks as required by their Honours from time to time.

Prospective applicants should possess the following attributes:

- A law degree;
- A high level of academic achievement;
- Research and analytical skills;
- Effective verbal, interpersonal and written communication skills; and
- Time management, including the ability to prioritise, organise and complete work within set timeframes; and
- C-class driver's licence including, preferably, a manual licence.

Previous hospitality experience is an advantage.

Applications should include a covering letter, curriculum vitae and current academic transcript (or a certified copy).

Enquiries and applications should be directed by email to:

Maria Madigan
Research Associate/Orderly to the Hon Justices Murphy and Mazza

Email: **Associate.Justice.Mazza@justice.wa.gov.au**

Ph: (08) 9421 5468

APPLICATIONS CLOSE 4PM, 12 DECEMBER 2018

(Late applications will not be considered)