

Para Legal

Law clerks perform a variety of legal tasks under the supervision of solicitors, barristers or clerks of court. Law clerks may assist their employers in all areas of law, including probating (proving the validity of wills), conveyancing (dealings in land and property), criminal law, family law, company law and civil litigation.

Law clerks may perform the following tasks:

- search land titles to check details such as property boundaries and ownership of the property
- attend settlements for the purchase or sale of land
- examine contracts and obtain relevant information so that solicitors can proceed with finalisation
- fill out legal forms and lodge them with government offices or the courts
- undertake company, business name, bankruptcy and other searches
- assist with maintenance of bookkeeping records
- assist with the preparation of briefing papers for use by barristers when a solicitor's client has to go to court
- assist clients by providing information about legal processes
- assist prosecution or defence lawyers in court and arrange for the attendance of witnesses at court
- assist barristers and senior counsel with case management.

Specialisations:

Settlement Clerk

A settlement clerk performs specialised administration work associated with real estate settlements.

Personal Requirements:

- interested in the law
- good knowledge of the English language
- accuracy and precision
- able to think logically and clearly.

Related Jobs:

- Conveyancer
- Court Officer
- Lawyer

Education and Training:

You can work as a law clerk without formal qualifications. You will probably get some informal training on the job. However, entry to this occupation may be improved if you have qualifications. You may like to consider a VET qualification in business administration (legal), legal services, legal practice or business (legal studies). As subjects and prerequisites can vary between institutions, you should contact your chosen institution for further information. You may be able to study through distance education.

You can also become a law clerk through a traineeship in Legal Services or Business Administration (Legal). Entry requirements may vary, but employers generally require Year 10. Ask your career adviser about the possibility of starting some of this training in school.

Additional Information:



Students and people employed in this occupation may be eligible for enrolment with the Institute of Legal Executives (Victoria). After gaining experience in the field, graduates of approved courses may be eligible for membership as a Fellow of the Institute. Fellows of the Institute are recognised as 'Legal Executives'.

Related Courses:

While the following courses are related to this occupation, they may not necessarily lead directly to employment, nor provide the most direct pathway to the occupation. Courses which provide preliminary or informal training, as well as those which provide additional job skills following initial qualifications may also be listed.

*Course is offered by more than one institution. Click link for details.

- Certificate IV in Justice *
- Certificate IV in Legal Services *
- Diploma of Justice *
- Diploma of Legal Services *
- Advanced Diploma of Justice *
- Advanced Diploma of Legal Practice *
- Associate Degree in Legal Practice - Paralegal
- Bachelor of Arts *
- Bachelor of Arts / Bachelor of Health Sciences
- Bachelor of Business - Accounting *
- Bachelor of Business - Accounting and Finance *
- Bachelor of Business - Commercial Law
- Bachelor of Business - Law
- Bachelor of Business / Bachelor of Information Technology
- Bachelor of Commerce - Applied Finance
- Bachelor of Commerce - Business Law
- Bachelor of Criminology and Justice
- Bachelor of International Development
- Bachelor of International Relations
- Bachelor of Laws / Bachelor of Science *
- Bachelor of Legal Practice Management
- Bachelor of Legal Studies
- Bachelor of Psychological Science *
- Bachelor of Social Science - Legal and Dispute Studies
- Bachelor of Social Science - Youth Work
- Bachelor of Social Sciences
- Bachelor of Civil Engineering (Honours) / Bachelor of Business
- Graduate Diploma of Law *
- Graduate Diploma of Television Production
- Master of Business Administration *
- Master of Business Administration - International

Employment Opportunities:

Law clerks are employed in a wide range of industries. They work for independent law firms, barristers, government departments and the legal departments of large organisations. Many law clerks begin their careers as legal secretaries, learning about the law and legal language before taking on more responsibility.

For Further Information:

Human Resources, Victoria Legal Aid
(03) 9269 0537
www.legalaid.vic.gov.au

Institute of Legal Executives (Victoria)
(03) 9808 7159
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