



## Family Law Secretary

### The opportunity

We are seeking a highly organised and detail-oriented individual to join our team as a Legal Secretary. The ideal candidate will be working as part of the firm's secretarial team supporting our family law department. This role requires a keen understanding of legal terminology, excellent organisational skills, and the ability to handle sensitive and confidential information with discretion.

Key responsibilities include:

- typing, dictation transcription and document preparation;
- assist with preparation of Federal Circuit and Family Court of Australia (FCFCOA) forms and following procedures;
- administrative tasks including calendar management, client correspondence and client liaison; and
- file administration, monitoring and management of client related deadlines;
- relief receptionist duties and other administrative duties as needed; and
- working as part of the secretarial team to assist the group as and when required.

### Who we are looking for

We are looking for candidates who:

- proven experience as a family law secretary;
- knowledge of FCFCOA forms and procedures;
- fast and accurate typing speed of at least 80wpm;
- ability to prioritise, multitask and adopt proactive approach to your work;
- a strong client focus and commitment to client service;
- advanced experience with the Microsoft Office suite of software, particularly Microsoft Word;
- well-developed written and verbal communication skills;
- a commitment to team work; and
- high standards of professionalism.

### Benefits

- competitive remuneration package;
- opportunity to further develop your professional skills in a dynamic and supportive environment.

### How to apply

To apply for this opportunity, please email your covering letter and resume to [hr@millerharris.com.au](mailto:hr@millerharris.com.au) (all applications are treated confidentially). Please reference "Family Law Secretary" in the subject line of your email.

### Our firm

*Miller Harris Lawyers has been in business in Far North Queensland for over 30 years and is one of the region's leading law firms. We provide commercial, property, litigation, dispute resolution, family law and estate planning legal services to a broad range of clients from our offices situated in the Cairns CBD and Mareeba. Our people are at the heart of our business success and our strategy is underpinned by our philosophy of investing in and developing our people to ensure they reach their full potential.*