

## WHAT YOU CAN EXPECT TO DO

### Legal Assistant

Duties can include:

- Assisting advisors with their cases
  - Letter drafting
  - Legal research
  - Filing papers at court
- Data entry on case management system and data base
- Supporting and advising clients with various tasks including accessing community resources they require
- Follow up to find if client has attended appointments / obtained the information of service they required and if not assist to rebook
  - Providing referral and signposting advice to clients
    - Attend marketing events