

Foley's List – Barristers' Clerk Job Description

Owen Dixon Chambers East
205 William St., Melbourne 3000
DX92 Melb

A rare opportunity has arisen for an energetic individual to join our clerking team on a full-time basis.

This rewarding role requires a combination of strong interpersonal skills and commercial acumen. You will be joining a tight-knit and high-performing team of 20 staff.

Your primary role as a Clerk is to act as an agent for our barristers. Duties include practice management, business development, and various management responsibilities. This role will be perfect for someone who thrives in a fast-paced and high-pressure environment and has a passion for relationship-building

Andrew Turner

Chief Clerk . CEO

T 9225 8954

F 9225 8480

M 0404 024 970

E andrewturner@foleys.com.au

www.foleys.com.au

About Foley's List

With over 300 members, Foley's List is the largest List of barristers at the Victorian Bar. Independently owned, our barristers service the legal fraternity in all areas of practice throughout Australia and internationally.

The List is managed by an experienced, energetic, and professional Clerking team. The Clerks and the List's support staff have an unrivalled reputation for providing superior service and ensuring equal opportunity for all List Members.

And now, we are looking for a motivated individual to join our team and contribute to our record of excellent service.

About You

We are looking for someone who is energetic, resourceful, and committed to building a career in legal administration. You should have:

- Long-term career aspirations in legal administration
- Good face-to-face communication, professionalism and interpersonal skills, and the ability to liaise confidently with barristers, solicitors, court staff and judges
- Excellent telephone manner and strong written communication skills
- Experience in negotiation
- Attention to detail and accuracy under pressure
- Integrity, respect and discretion in handling of sensitive information
- Initiative and internally motivated
- Organisational skill, and the ability to handle the competing demands of barristers and solicitors

Experience in a legal environment is preferred but not essential.

About the Role

This is a full-time position running Monday to Friday in the CBD.

Clerking Duties:

- Manage day-to-day diary for Barristers
- Provide administrative support to Barristers
- Provide professional/career support to Barristers
- Provide referral and support for solicitors and clients in choice of Barristers
- Update, manage and distribute diary of Barristers' contact details to solicitors
- Provide administrative and professional/career support to Readers
- Other administrative & management duties

Owen Dixon Chambers East
205 William St , Melbourne 3000
DX92 Melb

Andrew Turner

Chief Clerk . CEO

T 9225 8954

F 9225 8480

M 0404 024 970

E andrewturner@foleys.com.au

www.foleys.com.au

This is not a short-term role for law students or graduates seeking temporary experience on their path to becoming a solicitor. It is designed for individuals pursuing a long-term career in legal administration.

How to apply

To apply for this role, please upload the following via this link

[Apply here](#)

- Your CV
- A short cover letter
- Two short videos (no more than 90 seconds each) individually responding to the below questions:
 1. Tell us about your organisational and teamwork skills
 2. You receive a phone enquiry regarding a subject you are unfamiliar with - how would you respond to the caller?

We will not be accepting CVs from recruitment agencies.