

# LAND COURT ASSOCIATES' DUTY STATEMENT

## Land Court Associates' Duty Statement

### INTRODUCTION

The Members of the Land Court experience demands and restrictions peculiar to their office. These include:

- a) the need to project an appropriate public image in Court and elsewhere;
- b) some restriction of contact with the Government, the legal profession, the press and the public;
- c) responsibility for the disposition of difficult matters, sometimes on short notice;
- d) potential threats to personal and family security;
- e) decision-making having serious, often permanent and, occasionally, unpopular consequences; and
- f) irregular and sometimes extended working hours.

The members need the assistance of associates who understand those aspects of judicial life and who have the personality and necessary skills to anticipate problems and to avoid or solve them, quickly and discreetly.

### ROLE

An associate is a personal and confidential administrative and legal assistant to their Member, in and out of Court. An associate is accountable for the performance of their functions to their Member.

A full description of the duties of an associate is included in the Associates' Manual. In brief, the associate's role includes the following functions:

- a) on behalf of their Member, liaising with Court staff, the legal profession, government departments, the press and the public;
- b) effectively and efficiently preparing for and assisting their Member during and after the conduct of hearings and other Court events;
- c) performing administrative and other formal duties in court and in chambers in relation to the Court's file and record;

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- d) efficiently assisting their Member in chambers, including attending to correspondence, as required;
- e) preparing for, accompanying and assisting their Member when travelling on Court business;
- f) undertaking legal research as required by their Member;
- g) attending to other duties as directed by their Member from time to time; and
- h) making themselves available at irregular times, on short notice and for extended periods, as required to fulfil their duties.

## QUALITIES

An Associate will usually possess the following qualities:

- a) sufficient education and personal maturity to enable them to converse confidently with persons occupying high office in professional and social settings;
- b) good communication skills, including an ability to write clear and correct English;
- c) a pro-active approach to their duties;
- d) discretion, confidentiality, tact, initiative and reliability;
- e) dignity in public, including a capacity to participate effectively in the formal Court process;
- f) a willingness to accept that the obligations of the position must always take precedence over personal commitments and to work irregular and extended hours;
- g) an enthusiasm for the whole job, including such things as assisting at Court social functions;
- h) an interest in the administration of law; and
- i) attitudes and a personality which enable them to work harmoniously with their Member.

## EDUCATIONAL QUALIFICATIONS

Save in exceptional circumstances, an associate must have completed or be well advanced in their law degree when they take up their role.