

## **Practical Legal Placement (PLT)**

### **JOB DESCRIPTION**

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A R BYRNE & ASSOCIATES is a boutique law firm with offices located in Sydney and Melbourne, handling several areas of law including Wills and Estate Law, Criminal Law and Employment Law.

We are seeking an enthusiastic individual to join our team as a Pre-Admission Solicitor, meaning an upcoming or current NSW LL.B, JD or Diploma of Law graduate, currently completing their NSW Graduate Diploma of Legal Practice. This is a **part-time intern (unpaid) position within our Sydney office**.

If you enjoy a challenge, can work in a fast-paced environment, and are keen to learn the ropes of being a CBD-based Solicitor one day, then this is the position for you.

### **JOB TASKS AND RESPONSIBILITIES INCLUDE, BUT NOT BE LIMITED TO:**

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- Client conferencing.
- Liaising with Barristers, Experts, Police, Prosecutors, law firms and other stakeholders.
- Attending various Courts, Tribunals, Commissions across Sydney and NSW (with leave/permission of the Court).
- Shadowing the Solicitor or Principal at various stages throughout your placement.
- Preparation of briefs of evidence.

### **SKILLS AND EXPERIENCE**

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- Attention to detail.
- Go-getter, motivated to get the task done.
- Great at public speaking and moot court.
- Well-mannered and punctual.
- **MUST** be eligible for commencement of PLT Placement Days per the progression rules of the Graduate Diploma of Legal Practice provider and/or NSW Legal Profession Admission Board.

This position would suit a current Graduate Diploma of Legal Practice student who requires a PLT placement in a law practice in order to complete their course and seek admission. This position is **not** suitable for those that are not eligible to commence their PLT Placement, or those simply seeking to get their foot in the door in the legal industry. This is a targeted role designed to accommodate admission requirements for pre-admission solicitors in NSW.

### **HOW TO APPLY**

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Please forward your CV, Cover Letter and requested commencement date to [info@arebyrneandassociates.com.au](mailto:info@arebyrneandassociates.com.au)

If you have any enquiries, please email the above email address, or contact Anthony Byrne on **(02) 8005 3036**

Only shortlisted candidates will be contacted.

**APPLICATIONS ARE ON-GOING ALL YEAR ROUND AND NO NOT CLOSE**