



PAPUA NEW GUINEA PUBLIC SERVICE

1. IDENTIFICATION

DEPARTMENT: Justice & Attorney General	SEQ. NO: DJAGPC.40	POS. NO: DJAGPC.40
OFFICE/AGENCY: Office of the Public Curator and Official Trustee	DESIGNATION/CLASSIFICATION: Paralegal Officer, Grade 10	LOCAL DESIGNATION: Legal Secretary
DIVISION: LEGAL	HIGHEST SUBORDINATE: None	IMMEDIATE SUPERVISOR: Principal Legal Officer, Grade 16
POS. NO: DJAGPC.28	SECTION: LEGAL	LOCATION: WAIGANI

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PC: 31/13	31st March 2013	Reclassified
HRM 8.1.20/PC: 19/24	19TH AUGUST, 2024	REVISED

2. PURPOSE

The Office of the Public Curator is a statutory office of the State. The Public Curator is responsible for the administration of deceased estates, minors' property, and the property of persons adjudged insolvent or certified to be insane.

The role of the Paralegal Officer (Legal Secretary) is to provide secretarial and administrative support services to the Senior Legal Officer and other legal staff. This role includes general administrative and clerical support to ensure efficient operations within the legal offices.

3. DIMENSIONS

- **Staff Supervision:** None
- **Financial Responsibility:** None
- **Assets:** Responsible for managing office equipment and ensuring it is operational.

4. PRINCIPAL ACCOUNTABILITIES

- Provide accurate and timely administrative and clerical support to management and legal officers.
- Handle all office enquiries effectively, ensuring timely follow-up and resolution.
- Ensure proper tracking, classification, filing, and security of all files, documents, and records.
- Maintain operational office equipment and train staff in its usage as necessary.

5. MAJOR DUTIES

- Perform general clerical and secretarial duties for legal officers.
- Respond promptly and courteously to telephone and visitor enquiries, providing timely assistance.
- Prepare correspondences, briefs, and reports to a high standard and submit them in a timely manner.
- Maintain accurate records of all correspondences and documents, ensuring they are properly filed for efficient retrieval.
- Attend meetings and take responsibility for producing agendas and minutes.
- Assist in organizing managers' diaries, keeping them informed of meetings and appointments.
- Organize travel, accommodation, and meeting arrangements as needed.
- Perform other duties as required.

6. NATURE AND SCOPE

6.1 REPORTING AND WORK RELATIONSHIPS – INTERNAL

- Reports to the Senior Legal Officer.
- Liaises with other staff within the agency as needed.

6.2 WORK RELATIONSHIPS – EXTERNAL

- Liaises with other agencies, stakeholder organizations, clients, and the public as required.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The Paralegal Officer must operate within the guidelines of public sector legislation, departmental policies, and the statutory obligations of the Public Curator. Decisions related to office administration must be consistent with legal and organizational standards.

8. CHALLENGES

The primary challenge in this role is to manage administrative and clerical tasks efficiently while supporting the legal team in a high-volume, fast-paced environment.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

a) Qualifications:

- Certificate in Secretarial or Office Administration with the ability to type at least 40 words per minute.

b) Knowledge:

- Good knowledge of office procedures, with the ability to handle high work volumes and manage conflicting workloads.

c) Skills:

- Strong computer skills with high competence in MS Word and preferably MS Excel and PowerPoint.
- Excellent keyboard skills, with proven experience in producing quality correspondence, reports, agendas, minutes, and briefs.
- Strong communication skills – both written and oral – with the ability to liaise professionally with management, staff, and the public.
- Proven initiative and sound judgment in completing tasks and proactively implementing solutions.

d) Experience:

- Prior experience in a similar secretarial or administrative role is preferred.