

# LEGAL CADETSHIP POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Legal Cadet
<b>THE LEGAL CADETSHIP PROGRAM</b>	<p>The Legal Cadetship is an initiative of Mendelsons National Debt Collection Lawyers in association with Prushka Fast Debt Recovery.</p> <p>It recruits, trains and promotes law school graduates and pre-graduates.</p>
<b>POSITION TYPE:</b>	<p>The Cadetship is for a period of up to 18 months, initially Cadets will be offered a 12 month Fixed Term Contract.</p> <p>Upon successful completion of the 12 month Contract, it is likely Cadets will be offered a further 6 month Fixed Term Contract.</p>
<b>LEVEL/SALARY RANGE:</b>	Salary negotiable commensurate on experience
<b>LOCATION:</b>	Head Office - 8 Station St Mitcham
<b>EMPLOYMENT HOURS:</b>	<p>Monday – Thursday 8.45am to 5pm</p> <p>Friday – 8.45am to 4.15pm</p>
<b>BREAKS:</b>	<p>Lunch break - 30 minutes each day</p> <p>Tea breaks - 2 x 10 minute tea breaks</p>
<b>DEPARTMENT/GROUP:</b>	May involve secondment to various Teams
<b>REPORT TO:</b>	Relevant Dept Team Leader/Managers
<b>DRESS CODE:</b>	Professional Business attire
<b>LEAVE ENTITLEMENTS:</b>	<p>Annual leave of 4 weeks per annum</p> <p>Personal leave of 10 days per annum</p>
<b>PROBATIONARY PERIOD</b>	<p>Employees commence on a three (3) month Probationary Period as this forms part of the selection process. During the probationary period, either party may terminate without assigning any reason except in the case of gross misconduct at which time summary dismissal will occur. The notice period is one (1) week and we reserve the right to pay one (1) week's wage in lieu of notice.</p> <p>Prushka has the right to extend the Probationary Period for a period of no longer than (3) months.</p>
<b>PERFORMANCE REVIEWS:</b>	Performance will be carefully monitored throughout the duration of the Cadetship
<b>INDUCTION AND TRAINING</b>	<p>The induction program will provide a comprehensive orientation to Prushka &amp; Mendelsons Lawyers, their cultures, processes and systems and then there will be on-going training and development provided within the Team/s.</p> <p>Induction program is conducted at Head Office in Mitcham Vic, for a period of 2 weeks.</p>
<b>SUPPORT</b>	All successful applicants will be mentored and encouraged to ask questions. You will be

provided ongoing support from your Team Leader/Managers together with guidance and assistance from various other departments within the company such as HR, Accounts, our specialist Law Firm, Investigations Team and Field Collector/s.

## EXPERIENCE/BACKGROUND

### We seek applicants who have:

1. Minimum academic achievement of a law degree at bachelor level or close to obtaining one;
2. Positive attitude to the goals and values of the program;
3. Qualification for admittance as a Legal Practitioner in Victoria;
4. A desire to ultimately specialize in dispute resolution, plaintiff litigation and insolvency work;
5. A wish to become a practicing litigation lawyer and to continue in practice;
6. We are also interested in talking to applicants who are completing law part time or who seek recognition of a foreign qualification, for an extended program including those who may be currently practising.

## SKILLS & ATTRIBUTES REQUIRED

- Attention to detail
- Clear thinker
- Ability to work at a fast pace whilst ensuring quality of work is of a high standard
- Intermediate Word and Outlook;
- Clear and concise phone manner;
- Ability to relate to people at all levels;
- Able to convey information effectively;
- Excellent English written and verbal skills;
- Good basic arithmetic skills;
- Able to manage one's own time effectively;
- Able to spend approx. 6 to 7 hours per day in a seated position;
- Able to spend considerable part of the day working on a computer/telephone;
- Minimum keystroke speed of 70-80 strokes per minute with over 90% accuracy;
- Ability to concentrate on a task over a prolonged period of time without being distracted;
- Desire to work toward targets and to be judged on the results achieved;
- A creative mind which is interested in learning new procedures and techniques
- Ability to function as part of a team;
- Willingness to work strictly according to the Prushka and Mendelsons Collection

## JOB DESCRIPTION

system;

- Strong negotiation skills;
- A professional work ethic;
- Capacity to work with minimal supervision;
- A flexible attitude toward change.

The initial 12 month period will involve the carrying out of debt recovery activities on behalf of Prushka and would see Cadets participate in Lawyer meetings together with in-house CPD's.

Your key duties will include:

- Making outbound calls and receiving inbound calls
- Adhere to the Prushka collection system;
- Achieve daily/monthly targets;
- Provide excellent Customer Service to existing clients;
- Promote Prushka products and services to existing clients;
- Work strictly within the Privacy Act and Debt collection guidelines & LSBC guidelines;
- Work through internal diary/queuing system;
- Work through internal and external databases;
- Update of internal database;
- Order letters/emails on internal system;
- Review outgoing mail;
- Send emails;
- Locate debtors using internal and external databases;
- Prepare files for legal action prior to post judgment stage;
- Recoveries on files prior to post judgment stage;
- Liaise with clients and debtors via telephone and email;
- Enter notes of conversation with clients and debtors on database;
- Maintain hard copy filing system (where necessary);
- Liaise with other departments within the company structure from time to time;
- General administrative tasks including faxing and photocopying;
- Maintain a clean and healthy work environment.

Providing Cadets meet expectations, an additional 6 month Contract may be offered, which would see legal duties progressively integrated.

Offer of a position as a Lawyer into the Law Firm will depend on successful completion of the Legal Cadetship and availability of a position.

## ABOUT PRUSHKA

- **PRUSHKA started business in 1977**

## HOW TO APPLY

- **PRUSHKA** currently employs approximately 75 people, including the staff from Mendelsons Lawyers, which is fully integrated with Prushka. The company is divided into the following teams:
  - **Accounts**
  - **Administration**
  - **National**
  - **Commercial**
  - **Healthcare**
  - **Corporate Healthcare**
  - **Electronic Data Processing**
  - **Investigations**
  - **HR**
  - **Law Firm**
  - **Legal Support**
  - **Client Services**
  - **IT – Technical Services**

Head Office is situated at 8 Station Street, Mitcham and there are branch offices in Brisbane, Geelong, Maitland, Wagga and Warrnambool.

Complete our application form & attach your resume together with photo id and evidence of citizenship & visa status on-line at [www.prushka.com.au](http://www.prushka.com.au) or

### **FAX:**

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Attention: Julie Mackey

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