

LEGAL CADETSHIP – MELBOURNE POSITION DESCRIPTION

POSITION TITLE:	Legal Cadetship		
DEPARTMENT/GROUP:	Collections		
LOCATION:	8 Station Street, Mitcham, Victoria		
POSITION TYPE:	Permanent full time	Level/Salary Range:	\$34,605.21 + 9.5% superannuation
EMPLOYMENT HOURS:	Full Time Monday to Thursday 8.45am to 5pm - Friday 8.45am to 4.15pm		
REPORT TO:	Team Leader/Managers		
DRESS CODE:	Professional business attire.		
LEAVE ENTITLEMENTS:	Annual Leave of 4 weeks per annum Personal Leave of 10 days per annum		
PERFORMANCE REVIEWS:	Annually – October/November		
SUMMARY:	Legal Cadetships are debt collection positions within Mendelsons, acting for Prushka clients. They will lead in to the Mendelsons Law Graduate Programme, as positions become available.		
PROBATIONARY PERIOD	<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>Mendelsons has the right to extend the Probationary Period for a period of no longer than 3 months.</p>		
INDUCTION AND TRAINING	<p>We are seeking applicants who have either a Law Degree or are studying toward gaining qualifications for admittance as a Legal Practitioner in Victoria and wish to ultimately enter the Mendelsons Legal Graduate Programme.</p> <p>The induction program will provide a comprehensive orientation to Mendelsons, it’s culture, processes and systems and then there will be on-going training and development provided within the teams the cadet is allocated to.</p>		
SUPPORT	All work conducted by the cadet will be closely mentored, initially by his/her Team Leader and also by an allocated Mendelsons Lawyer and cadets will take part in the Lawyers Group meetings.		
MENDELSONS LAW GRADUATE PROGRAMME	<p>The Law Graduate Programme is an initiative of Mendelsons Lawyers in association with Prushka Fast Debt Recovery. It recruits, trains and promotes law school graduates. Successful completion of the programme will lead to a position with Mendelsons as a full time Lawyer.</p> <p>Applicants for the programme must have:</p> <ul style="list-style-type: none"> • Either a law degree or are studying towards same. • Positive attitude to the goals and values of the programme. • Aim to become qualified for admittance as a Legal Practitioner in Victoria. 		

	<ul style="list-style-type: none"> • A desire to ultimately specialize in debt collection, dispute resolution, plaintiff litigation and insolvency work. • A wish to become a practising lawyer. <p>Acceptance of a cadetship position does not guarantee ultimate acceptance into the Law Graduate Programme. However, as positions in the programme become available, they will firstly be offered to cadets, on a 'first in, first out' basis. Thus, the cadetship should be considered as an ultimate entry in to the programme. It could take up to 1 year to reach entry into the programme. Positions will become available based on the business needs of Mendelsons.</p>
<p>JOB DESCRIPTION</p>	<p>Summary: To handle debt collection work within a designated collections team.</p> <ul style="list-style-type: none"> • Carry out telephone collections in the name of Mendelsons Lawyers for a range of Prushka clients who you will be accountable to. In furtherance of this you will: • Adhere to the Mendelsons/Prushka collection system • Achieve daily/monthly targets • Provide good customer service to existing clients • Promotion of Prushka products and services to existing clients • Work strictly within the Privacy Act and Debt collection 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 • Locating debtors using internal and external databases • Preparation of files for legal action prior to post judgment stage • Recoveries on files prior to post judgment stage • Liaising with clients and debtors via telephone and email • Entering of notes of conversation with clients and debtors on database • Maintain hard copy filing system • Liaise with other departments within the company structure • General administrative tasks including faxing and photocopying • Housekeeping office –facilities • Maintain a clean and healthy work environment.
<p>SKILLS & ATTRIBUTES REQUIRED</p>	<ul style="list-style-type: none"> • Minimum academic achievement of a law degree or be studying law • Positive attitude to the goals and values of the programme • To become qualified eventually for admittance as a Legal Practitioner in Victoria. • A desire to ultimately specialize in debt collections dispute resolution, litigation and insolvency work • Excellent Word and Outlook • Excellent English skills • Clear and concise phone manner • Ability to relate to persons at all levels • Able to convey information effectively • 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

	<p>computer/telephone</p> <ul style="list-style-type: none"> • Minimum typing speed of 45-55 words 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 and a willingness to participate in developing the Mendelsons/Prushka system • Ability to function as part of a team • Willingness to work strictly according to the Mendelsons/Prushka Collection system • Strong negotiation skills • A professional attitude • Capacity to work with minimal supervision
<p>ABOUT PRUSHKA</p>	<ul style="list-style-type: none"> • PRUSHKA started business in 1976 • PRUSHKA employs approximately 100 people, including the staff from Mendelsons Lawyers, which is fully integrated with Prushka. The company is divided into the following teams: <ul style="list-style-type: none"> • Accounts • Administration • National • Commercial • Healthcare • Corporate Healthcare • Electronic Data Processing • Finance • Motor Vehicle Recoveries • Investigations • HR • Lawyers • Pre Legal / Legal • Client Services • IT – Technical Services <p>Head Office is situated at 8 Station Street, Mitcham.</p>
<p>HOW TO APPLY</p>	<p>Complete our application form and attach your resume together with photo ID and evidence of citizenship and visa status on-line at www.prushka.com.au</p> <p>Fax: (03) 9872 4757 Subject Line: Legal Cadetship Attention: Julie Mackey, HR Dept.</p> <p>or</p> <p>Mail: Attention: Julie Mackey Private Bag 6 MITCHAM VIC 3132</p>