



TO & CO LAWYERS
Ab Oriente

10 September 2018

JOB DESCRIPTION PLT PLACEMENT (VOLUNTARY)

1. About the Firm

To & Co Lawyers is a general practice law firm established in 2015. The principal of the Firm was admitted in 2003. He was a Senior Solicitor with the Sydney City Council and he was also a Senior Investigator with the Building Professionals Board of New South Wales. The principal has also practised in other major law firms as well as a specialist strata law practice.

The Firm provides a range of general legal services to its clientele. These mainly include:-

- i. Conveyancing;
- ii. Leasing;
- iii. Strata law;
- iv. Property and planning law advice;
- v. Disputes with councils;
- vi. International trade disputes;
- vii. Advice on and preparation of commercial and construction contracts;
- viii. Civil and Commercial Litigation (including litigation in the Land and Environment Court and the NSW Civil and Administrative Tribunal);
- ix. Wills / Probate / Estate Administration;
- x. Migration law.

Occasionally, the Firm may also take instructions from clients in relation to criminal and family law matters.

The firm's address is: Suite 613, Level 6, 368 Sussex Street, Sydney NSW 2000.

The firm's office hours are: 9am to 5pm, Monday to Friday (except public holidays).

PRINCIPAL:

CLIFFORD TO
LLM (Syd) MSc (Oxon) TEP MCI Arb MSI Arb Assoc RINA
Notary Public, Construction Adjudicator (A.N.A: RICS DRS)

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Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by To & Co Pty Ltd are members of the scheme

2. About the Role

i. Purpose

The purpose of the role is to allow the successful candidate to gain valuable practical legal experience and to fulfil the relevant requirements for admission as a legal practitioner in New South Wales. The role can be either a full or part time position. The successful candidate should be able to work at least 3 days a week.

ii. Daily Allowance

A daily meal and travel allowance will be paid to the successful candidate for each work day. This allowance is to be paid weekly.

iii. Term/Duration

The term of the placement is to be negotiated with the successful candidate. It is not expected that the term of the placement will exceed 11 weeks.

iv. Essential Requirements

The successful candidate must have:-

- a. Completed a course of study leading to admission as a legal practitioner in New South Wales (e.g. an Australian LLB or JD degree; LPAB's Diploma in Law);
- b. Achieved a minimum credit average in the above course of study;
- c. A can-do attitude;
- d. Professional ethics; and
- e. Fluency in Cantonese and/or Mandarin (Preferred but not essential).

v. Further employment

Depending on the staffing needs of the firm as well as the performance of the successful candidate, an offer of employment as a solicitor may be made to the candidate at the conclusion of the placement.

vi. Tasks

The successful candidate is required to perform the following tasks:-

- a. Legal Tasks
 - Carry out legal research;
 - Assist with legal drafting, including court and other legal documents;
 - Assist with conveyancing;
 - Assist with leasing and other commercial dealings;
 - Assist with the development of the firm's precedents and processes;

- Assist with meetings with clients and counsel;
- Assist with billing;
- Appear in various courts and NCAT as required.

b. Business Development Tasks

- Participate in business development activities as required;
- Assist with the preparation of seminars and radio interviews;
- Present in seminars and radio interviews as required.

c. Administrative tasks

- Perform all clerical works, including file management;
- Assist with filing and stamping;
- Delivery / collection of documents (at the travel expenses of the firm);
- Taking telephone messages.

Yours faithfully

Clifford To
To & Co Lawyers