



POSITION DESCRIPTION

Position:	Infringements Paralegal
Location:	13a Wingate Avenue, Ascot Vale
Hours & days of work:	One weekday per week between 9am and 5pm 6 month position
Classification:	Volunteer
Reports to:	Supervising Lawyer
Date approved:	June 2026

ABOUT MVLS

Moonee Valley Legal Service (MVLS) is a not-for-profit organisation which is co-located with Wingate Avenue Community Centre in the Ascot Vale Public Housing Estate. MVLS provides free legal advice, assistance and referrals to people who live, work or study within the City of Moonee Valley catchment.

Established in 1985, MVLS provides culturally safe legal advice and representation across criminal, family law, family violence, civil and tenancy law. We also deliver community education, advocacy, and wraparound social supports through our Integrated Services team and Bicultural Worker team.

ROLE SUMMARY

This role is directed towards law students and paralegals seeking to gain experience in the community legal sector and social justice.

The Infringements Paralegal will assist lawyers and social workers provide services to clients by drafting and submitting applications, internal reviews, enforcement reviews and other related correspondence to support our infringements work.

Under supervision, the role will involve client interaction and liaising with external stakeholders and relevant debtor agencies including Fines Victoria, Linkt, Eastlink and others. You will be operating as part of an integrated and diverse team that includes junior lawyers, senior lawyers, administration staff, social workers and bicultural workers.

KEY RESPONSIBILITIES

- Assist lawyers to draft documents, as well as provide referrals and non-legal information to clients in infringement and fine matters under supervision.
- Work with lawyers, social workers, interpreters, disability advocates, financial counsellors and other support workers to meet clients' needs.
- Ensure adherence to CLC Risk Management Guide and organisational policies.
- Perform other duties as reasonably directed.

KEY SELECTION CRITERIA

- Currently studying law or related discipline (preferred).
- Willingness to undergo a Police Check and/or Working With Children Check.
- Completion of the MVLS volunteer induction program.
- Understanding of, and sensitivity to, the legal needs of vulnerable clients.
- Excellent verbal and written communication skills, as well as computer literacy.
- Ability to liaise with a diverse range of people including vulnerable clients, community groups, agencies, courts, tribunals, government departments, members of the legal profession and interpreters.
- Attention to detail and the ability to follow direction and undertake tasks consistently and competently.
- Be a team player and capable of working in a busy, small team environment.
- Ability to adhere to procedures and processes.

IMPORTANT

- This is a volunteer position.
- This position will be one day per week (day of the week is negotiable).
- MVLS ask volunteers to commit to a 6 month period.
- Usual working hours will be from 9am to 5pm.

WHAT YOU'LL GAIN

- Experience working directly with clients in a community legal setting.
- Exposure to clients' issues interconnected with fines and infringements.
- Mentorship from experienced community lawyers.
- Practical skills in interviewing, file management, and legal research.
- Contribution to improving access to justice for vulnerable community members.

HOW TO APPLY

Please email your CV/resume as well as a one-page cover letter to:

Natalie Tenaglia
Supervising Lawyer
Moonee Valley Legal Service
ntenaglia@mvls.org.au

Applications close 17 July 2026.