

Legal Secretary



Duration: Permanent

Location: Midrand, Gauteng

Remuneration: Market related

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The main purpose of the post is to provide efficient secretarial, administrative and clerical support to the Legal Department.

This position reports to Manager: Legal

KEY PERFORMANCE AREAS

The below highlights the key areas of focus but is not limited to:

- Provide secretarial and administrative support to the Legal Department
- Draft, type, format and proofread legal correspondence and documents
- Manage diaries and schedule meetings
- Prepare meeting packs, agendas and take minutes where required
- Open, maintain and archive legal files
- Receive, record and distribute legal correspondence
- Liaise with internal and external stakeholders
- Maintain confidentiality of legal information
- Perform general office administration

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional attention to detail
- The ability to remain calm under pressure
- Ability to plan work activities and good time management
- Excellent administrative skills
- Excellent written and verbal communication skill
- Ability to handle confidential information with discretion.
- Good Analytical and problem-solving skills

QUALIFICATIONS & EXPERIENCE

- Grade 12
- Legal Secretary Diploma, Secretarial Diploma or equivalent qualification
- A paralegal qualification will be an added advantage

- Minimum of 3 years' experience as a Legal Secretary or in a legal administrative environment
- Proficient in Microsoft Office Suite

NOTE: Only shortlisted candidates will be contacted. Should you not receive any response from SABFS within 4 weeks after the closing date, please consider your application unsuccessful.

APPLICATION PROCESS

- ❖ A Curriculum Vitae, certified copies of ID and qualifications should be submitted to:
<https://www.surveymonkey.com/r/PHP92BQ>
- ❖ Closing date for all applications – **24 July 2026**

NOTE: The South African Board for Sheriffs encourages applications from people with Disabilities.

TO VIEW THE FULL JOB DESCRIPTION, PLEASE VISIT OUR WEBSITE www.sheriffs.org.za