

CAREER FACT SHEET

Conveyancers and Legal Executives

Snapshot

Conveyancers and Legal Executives act for and on behalf of clients in the areas of property transfer, company and business law, trusts, wills, probate and litigation.

How many are employed in this occupation?	15,700
What are the average weekly earnings for full time workers?	\$1,150
How does unemployment compare with other occupations?	Below Average
What are the job prospects for this occupation?	Low
What will be the likely future employment growth for the next five years?	Relatively Steady

Main employing industries

Professional, Scientific and Technical Services; Rental, Hiring and Real Estate Services; Financial and Insurance Services; Public Administration and Safety

Tasks

This occupation may include associated occupations with varying tasks.

- preparing, examining and advising on contracts of sale for properties and businesses
- carrying out title searches and contacting government authorities to find out if any planned development, illegal building work and disputes could affect properties and businesses
- preparing, examining and advising on mortgage documentation
- negotiating the terms and conditions of, and exchanging, contracts of sale, paying deposits, arranging payment of stamp duty, checking for outstanding arrears and land tax obligations, and calculating adjustments for council and water rates
- interviewing clients to determine the nature of issues, and receiving written information concerning cases from legal professionals and clients
- conferring with clients and potential witnesses and drawing up statements and proposed affidavits in preparation for court proceedings
- maintaining legal files
- preparing, analysing and interpreting a variety of legal documents
- assisting legal professionals to prepare cases for court by conducting investigations, undertaking research, arranging witness preparation and attendance, and preparing and filing court documents
- may supervise law clerks and legal secretaries and take responsibility for their work

INDUSTRY OVERVIEW

Rental, Hiring and Real Estate Services

If you have strong persuasive skills, enjoy hard negotiating and want to be involved in the world of real estate, then this industry should definitely be on your radar when looking to start your career. There are several ways you can get involved in the real estate process, from facilitating the selling process, to taking charge of managing the rental segment of an agency, or being involved in the legal side of property transactions.

Possible job pathways

- Conveyancers and Legal Executives
- Land Economists and Valuers
- Auctioneers, and Stock and Station Agents
- Caretakers
- Real Estate Sales Agents



Rental, Hiring and Real Estate Services

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