



# Updating ANZSCO

Reflecting a modern Australian labour market



Legal services

ANZSCO Comprehensive Review

Australian Bureau of Statistics

17/6/2024

## ANZSCO [Preliminary] Proposed Changes

Version 1.0



# Updating ANZSCO

Reflecting a modern Australian labour market



## Essential Notes

The Australian and New Zealand Statistical Classification of Occupations (ANZSCO) describes all occupations for the Australian and New Zealand labour market.

The ABS has undertaken a comprehensive review of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) to reflect the contemporary labour market and better meet stakeholders' needs. Public consultation rounds were held across 2023, with each round targeting selected occupations grouped by focus area.

Statistics New Zealand (Stats NZ) have elected not to participate in the current review and therefore occupation changes have only been considered in respect of the Australian labour market.

## Updates to document

This document has been updated based on stakeholder feedback and further research. Minor updates have been made to a handful of occupations. The format of the document has also been updated to improve usability based on feedback received. A preliminary proposed changes document has been created for each of the 43 focus areas. Focus areas were designed to group occupations for consultation purposes only and will not be present in the classification structure.

The preliminary proposed changes presented do not include the full scope of not elsewhere classified categories (nec). Exclusion statements are incomplete and do not reference specific occupation locations within the classification. Outstanding nec categories, exclusion statements and final tweaks to occupations are currently being finalised in preparation for the release of the draft proposed classification in July on the ABS website. The July release will provide users with an opportunity to provide feedback on the structure of the proposed changes, before finalising the update for release by December 2024. These preliminary proposed changes documents are for information only.

## Task lists

ABS recognises the potential of Artificial Intelligence (AI) to enhance our operations and efficiency. To this end, we have employed AI to assist in the creation of initial task lists. However, human experts are responsible for the final content, and AI serves as a tool, not a decision-maker. We value stakeholder input and incorporate it into our editing process placing importance on stakeholder submissions and other relevant research contributions.

Learn more about ANZSCO and the review at [Updating ANZSCO | Australian Bureau of Statistics \(abs.gov.au\)](https://abs.gov.au/anzsco)

## Occupations in the Legal services focus area include:

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## About the focus area

The Legal services focus area covers occupations which require specialised knowledge and skills to:

- plead cases before civil, criminal and industrial courts and other tribunals
- hear legal and other matters in courts and tribunals; interpret, analyse, administer and provide advice on law, and draft legislation
- act for, and on behalf of clients in the areas of property transfer, company and business law, wills, probate and litigation
- provide administrative and operational support to legal professionals by performing clerical work associated with the functions of courts, legal practices and the administration of trusts and estates.

## Summary of consultation

Feedback regarding legal occupations highlighted the importance of separately identifying roles to reflect diversity and their growing significance in the current labour market. This resulted in the creation of new occupations and the merging of some existing occupations. Updates were also made to descriptions and skill levels to ensure roles were represented more accurately.

## 271111 Barrister

Existing	Proposed	
<p>271111 Barrister</p> <p>Pleads cases before civil, criminal, and industrial courts and other tribunals.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Queen's Counsel</li><li>• Senior Counsel</li></ul>	<p>271112 Barrister</p> <p>Pleads cases before civil, criminal, and industrial courts and other tribunals.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Receives briefs and verbal instructions concerning cases from solicitors, other specialist legal professionals and clients</li><li>• Provides advice and written opinions on points of law</li><li>• Confers with clients and witnesses in preparation for court proceedings</li><li>• Draws up pleadings, affidavits, and other court documents</li><li>• Researches statutes and previous court decisions relevant to cases</li><li>• Outlines the facts to the court, calls and questions witnesses, and makes addresses to the court to argue a client's case</li><li>• May draw up or settle documents</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• King's Counsel</li><li>• Senior Counsel</li></ul>	<p>271113 Police Prosecutor</p> <p>Pleads cases on behalf of the prosecution in lower courts.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Prepares and presents cases on behalf of the prosecution in lower courts such as local and magistrates courts</li><li>• Prepares legal documents, such as briefs of evidence, statements, and subpoenas</li><li>• Examines and cross-examines witnesses in court</li><li>• Presents arguments and evidence to the court</li><li>• Advises police officers on legal matters and provides guidance on the preparation of cases</li></ul>

## 271211 Judge

Existing	Proposed
<p>271211 Judge</p> <p>Presides over civil and criminal proceedings in a court of law.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• District Court Judge</li><li>• Family Court Justice</li><li>• High Court Justice</li><li>• Supreme Court Judge</li><li>• Youth Court Judge (NZ)</li></ul>	<p>271211 Judge</p> <p>Presides over civil and criminal proceedings in a court of law.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Reviews legal documents and evidence presented in court</li><li>• Listens to arguments from both prosecution and defence</li><li>• Interprets and applies laws and regulations to make decisions</li><li>• Presides over criminal cases in which the guilt of defendants is determined, and delivers judgments and opinions</li><li>• Resolves disputes and issues rulings in civil cases</li><li>• Sentences convicted individuals and decides appropriate penalties</li><li>• Provides guidance to juries and instructs them on legal matters</li><li>• Ensures that court proceedings are conducted in a fair and impartial manner</li><li>• Maintains order and decorum in the courtroom</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• District Court Judge</li><li>• Supreme Court Judge</li><li>• Youth Court Judge (NZ)</li></ul>

## 271212 Magistrate

Existing	Proposed
<p>271212 Magistrate</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Chamber Magistrate</li></ul> <p>Hears criminal matters to determine whether defendants will be committed for trial and adjudicates minor criminal offences without a jury.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Children's Court Magistrate</li><li>• Industrial Court Magistrate</li><li>• Licensing Court Magistrate</li></ul>	<p>271212 Magistrate</p> <p>Hears criminal matters to determine whether defendants will be committed for trial and adjudicates minor criminal offences and civil matters without a jury.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Conducts hearings to determine whether defendants should be committed for trial</li><li>• Presides over minor civil and criminal proceedings without a jury</li><li>• Reviews evidence presented by prosecution and defence</li><li>• Examines witnesses and defendants</li><li>• Makes decisions on guilt based on evidence and legal principles</li><li>• Sentences defendants convicted of minor criminal offences</li><li>• Awards damages in civil matters</li><li>• Ensures that defendants' rights are protected during the legal process</li><li>• Maintains order and decorum in the courtroom</li><li>• Prepares written judgments and decisions</li><li>• Keeps up to date with changes in criminal law and legal precedents</li></ul>

## 271213 Tribunal Member

Existing	Proposed
<p>271213 Tribunal Member</p> <p>Hears industrial, administrative or other disputes to assist in resolving differences and to arbitrate on issues.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Administrative Appeals Tribunal Member</li><li>• Industrial Relations Commissioner</li><li>• Waitangi Tribunal Member (NZ)</li></ul>	<p>271213 Tribunal Member</p> <p>Hears industrial, administrative or other disputes to assist in resolving differences and to arbitrate on issues.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Conducts hearings and listens to arguments and evidence presented by parties involved in disputes</li><li>• Interprets and applies relevant laws, regulations, and policies to make decisions on disputes</li><li>• Reviews and analyses evidence and legal arguments to determine the merits of each case</li><li>• Conducts research and gathers information to support decision-making</li><li>• Facilitates and mediates negotiations between parties to encourage settlement</li><li>• Writes and delivers decisions and rulings on disputes</li><li>• Exercises arbitral powers if resolution is not achieved or seems improbable through conciliation</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Waitangi Tribunal Member (NZ)</li></ul>



## 271214 Intellectual Property Lawyer

Existing	Proposed
<p>271214 Intellectual Property Lawyer</p> <p>Provides legal advice, prepares and drafts documents, and conducts negotiations on behalf of clients on matters associated with protecting intellectual capital, utilising patent law, copyright law and licensing.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Patent Attorney</li><li>• Trade Mark Attorney</li></ul>	<p>271214 Intellectual Property Lawyer</p> <p>Provides legal advice, prepares and drafts legal documents, and conducts negotiations on behalf of clients on matters associated with protecting intellectual capital, utilising patent law, copyright law and licensing.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Provides legal advice to clients on matters related to intellectual property</li><li>• Prepares and drafts legal documents, such as patent applications, copyright registrations and licensing agreements</li><li>• Conducts negotiations on behalf of clients to protect their intellectual property</li><li>• Advises clients on the enforcement of their intellectual property rights</li><li>• Assists clients in resolving intellectual property disputes through mediation, arbitration or litigation</li><li>• Provides guidance to clients on the commercialisation and monetisation of their intellectual property</li><li>• Researches and analyses intellectual property laws and regulations</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Patent Attorney</li><li>• Trade Mark Attorney</li></ul>

271299 Judicial and Other Legal Professionals nec

Existing	Proposed	
<p>271299 Judicial and Other Legal Professionals nec</p> <p>This occupation group covers Judicial and Other Legal Professionals not elsewhere classified.</p> <p>Registration or licensing may be required.</p> <p>Skill Level: 1</p> <p>The occupations in this group include:</p> <ul style="list-style-type: none"> <li>• Family Court Registrar</li> <li>• Family Law Mediator</li> <li>• Judicial Registrar</li> <li>• Legal Officer</li> <li>• Legal Researcher</li> <li>• Parliamentary Counsel</li> </ul>	<p>271215 Family Dispute Resolution Practitioner</p> <p>Assists people to resolve disputes over care of children, property and financial arrangements that arise from family separation or divorce.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Conducts intake interviews with clients to gather information about their dispute</li> <li>• Assesses the suitability of clients for family dispute resolution</li> <li>• Facilitates communication and negotiation between parties to help them reach agreements</li> <li>• Provides information and education to clients about their rights and responsibilities</li> <li>• Refers clients to other support services as needed, such as counselling or legal advice</li> <li>• Maintains accurate and confidential records of client interactions and agreements reached</li> </ul>	<p>271299 Judicial and Other Legal Professionals nec</p> <p>This occupation comprises Judicial and Other Legal Professionals not elsewhere classified.</p> <p>Registration or licensing may be required.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Family Court Registrar</li> <li>• Judicial Registrar</li> <li>• Legal Officer</li> <li>• Legal Researcher</li> <li>• Parliamentary Counsel</li> </ul> <p>Skill Level: 1</p>

## 271311 Solicitor

<b>Existing</b>	<b>Proposed</b>
<p>271311 Solicitor</p> <p>Provides legal advice, prepares, and drafts legal documents, and conducts negotiations on behalf of clients on matters associated with the law.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p>	<p>271311 Solicitor</p> <p>Provides legal advice, prepares legal documents, conducts negotiations on behalf of clients on matters associated with the law, and pleads cases before civil, criminal, and industrial courts and tribunals.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Interviews clients to determine the nature of cases and recommends appropriate legal action</li><li>• Prepares cases by conducting investigations, undertaking research, arranging witness preparation and attendance, and giving notice of court actions</li><li>• Represents clients in civil, criminal, and industrial courts and tribunals</li><li>• Prepares and critically reviews legal documents between parties</li><li>• Prepares wills</li><li>• Provides advice on family, company, commercial, and property law, as well as partnerships and trusts</li><li>• May act as trustee or guardian</li><li>• May act as executor of clients' wills</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• In-house Solicitor</li></ul>

## 521212 Legal Secretary

<b>Existing</b>	<b>Proposed</b>
<p>521212 Legal Secretary</p> <p>Performs secretarial, clerical and other administrative tasks in support of Legal Professionals applying knowledge of legal terminology, procedures, and documents.</p> <p>Skill Level: 2</p>	<p>521214 Legal Secretary</p> <p>Performs secretarial, clerical, and other administrative tasks in support of Legal Professionals by applying knowledge of legal terminology, procedures, and documents.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Prepares legal documents such as contracts, briefs, and court forms</li><li>• Organises and maintains legal files and documents</li><li>• Conducts legal research and gathers relevant information</li><li>• Schedules appointments, meetings, and court hearings for legal professionals</li><li>• Drafts correspondence and emails on behalf of legal professionals</li><li>• Assists in the preparation of legal bills and invoices</li></ul>

## 599111 Conveyancer

<b>Existing</b>	<b>Proposed</b>
<p>599111 Conveyancer</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Settlement Agent</li></ul> <p>Acts for and on behalf of clients in the area of property and business transfers.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 2</p>	<p>599111 Conveyancer</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Settlement Agent</li></ul> <p>Acts for and on behalf of clients in the area of property and business transfers.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Prepares and reviews legal documents for property and business transfers</li><li>• Conducts searches and investigations to ensure the validity of property titles and business transactions</li><li>• Provides advice and guidance to clients on property and business transfers</li><li>• Negotiates and finalises contracts and agreements on behalf of clients</li><li>• Liaises with other parties involved in property and business transfers</li><li>• Handles the financial aspects of property and business transfers, including the collection and distribution of funds</li><li>• Ensures compliance with laws and regulations in transfers, and maintains accurate records of transactions</li><li>• May represent clients in legal proceedings if required</li></ul>

## 599112 Legal Executive

<b>Existing</b>	<b>Proposed</b>
<p>599112 Legal Executive</p> <p>Acts for and on behalf of clients in the areas of property transfer, company and business law, trusts, wills, probate, and litigation under general supervision of a Barrister or Solicitor.</p> <p>Registration or licensing may be required.</p> <p>Skill Level: 2</p>	<p>Retire occupation and merge residual with proposed occupation; 599217 Law Clerk</p>

## 599211 Clerk of Court

<b>Existing</b>	<b>Proposed</b>
<p>599211 Clerk of Court</p> <p>Administers court registry services and performs administrative functions in support of Judges and Magistrates.</p> <p>Skill Level: 3</p>	<p>599211 Clerk of Court</p> <p>Administers court registry services and performs administrative functions in support of Judges and Magistrates.</p> <p>Court Registry Officer is excluded from this occupation.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Administers court registry services and ensures efficient operation</li><li>• Provides administrative support to Judges and Magistrates</li><li>• Maintains court records and files, ensuring accuracy and confidentiality</li><li>• Prepares court documents, including summonses, subpoenas, and warrants</li><li>• Assists in managing court calendars and scheduling court hearings</li><li>• Receives and processes court fees, fines, and other payments</li><li>• Assists in the preparation of court orders and judgments</li><li>• Responds to enquiries from the public, Legal Professionals, and other stakeholders</li><li>• Coordinates with other court staff and external agencies to facilitate court proceedings</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Court Registrar</li></ul>

599212 Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)

<b>Existing</b>	<b>Proposed</b>
<p>599212 Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)</p> <p>Implements court orders and serves legal orders and summonses as an officer of the court.</p> <p>Skill Level: 3</p> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Sheriff's Officer (Aus)</li></ul>	<p>599212 Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)</p> <p>Implements court orders and serves legal orders and summonses as an officer of the court.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Conducts investigations to locate individuals involved in court cases, and serves them with legal documents such as summonses and subpoenas</li><li>• Prepares and maintains accurate records of served documents and executed court orders</li><li>• Collaborates with law enforcement for safe execution of court orders</li><li>• Conducts property seizures and evictions as directed by court orders</li><li>• Escorts prisoners to and from courtrooms and detention facilities</li><li>• Maintains order and security in courtrooms</li><li>• Provides testimony in court regarding the execution of court orders and served documents</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Sheriff's Officer (Aus)</li></ul>



599213 Court Orderly (Aus) / Court Registry Officer (NZ)

<b>Existing</b>	<b>Proposed</b>
<p>599213 Court Orderly (Aus) / Court Registry Officer (NZ)</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Court Attendant</li><li>• Court Officer</li></ul> <p>Provides operational support to a court or registry.</p> <p>Skill Level: 3</p> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Court Usher</li></ul>	<p>599213 Court Orderly (Aus) / Court Registry Officer (NZ)</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Court Attendant</li><li>• Court Officer</li></ul> <p>Provides operational support to a court or registry.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Assists with the preparation of courtrooms for hearings and trials</li><li>• Escorts and supervises defendants, witnesses, and jurors within the court premises</li><li>• Assists with the administration of oaths and affirmations to witnesses</li><li>• Receives, records and files court documents and exhibits</li><li>• Operates audiovisual equipment during court proceedings</li><li>• Performs general administrative tasks, such as data entry, filing and photocopying</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Court Usher</li></ul>

Existing	Proposed	
<p>599214 Law Clerk</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>• Legal Clerk</li> </ul> <p>Performs specialised clerical work associated with legal practice and law courts.</p> <p>Skill Level: 3</p>	<p>599216 Judge's Associate</p> <p>Supports a judge by undertaking research and administrative tasks, maintaining records of proceedings in court, and liaising with legal parties and the public.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Undertakes administrative tasks on behalf of a judge</li> <li>• Conducts research and prepares briefs for a judge</li> <li>• Drafts court orders, judgments, and other legal documents under a judge's direction</li> <li>• Maintains records of court proceedings and case files</li> <li>• Assists in the preparation of legal arguments and opinions</li> <li>• Liaises with legal practitioners, members of the media, and parties involved in court cases</li> </ul>	<p>599217 Law Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> <li>• Legal Assistant</li> <li>• Paralegal</li> </ul> <p>Performs specialised clerical work associated with legal practice and law courts.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Assists lawyers to prepare legal documents and correspondence</li> <li>• Conducts legal research and gathers relevant information for cases</li> <li>• Organises and maintains legal files and documents</li> <li>• Drafts and proofreads legal documents, such as contracts and agreements</li> <li>• Assists in the preparation of court documents, filings, trial materials, and exhibits</li> <li>• Communicates with clients, witnesses, and other parties involved in legal matters</li> </ul>

## 599215 Trust Officer

<b>Existing</b>	<b>Proposed</b>
<p>599215 Trust Officer</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>Trust Clerk</li></ul> <p>Administers trusts, estates and settlements on behalf of beneficiaries.</p> <p>Skill Level: 3</p>	<p>599215 Trust Officer</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>Trust Clerk</li></ul> <p>Administers trusts, estates, and settlements on behalf of beneficiaries.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>Receives and reviews legal documents related to trusts, estates and settlements</li><li>Identifies and verifies beneficiaries and their entitlements</li><li>Communicates with beneficiaries to provide information and answer queries</li><li>Manages and maintains trust accounts, including processing payments and distributions</li><li>Prepares and files legal documents, such as trust agreements and estate inventories</li><li>Conducts research and analysis to support decision making related to trust administration</li><li>Prepares financial reports and statements for beneficiaries and regulatory authorities</li><li>Ensures compliance with legal and regulatory requirements</li><li>Collaborates with legal and financial professionals</li><li>Resolves disputes among beneficiaries or involved parties</li></ul>