

Role Profile and Specification - Legal Assistant

Service Area	Legal
Role Title	Legal Assistant
Location	Oxted/Agile
Reports to	Senior Solicitor
Salary/Grade	TA1
Duration/Hours	12-month contract/37 hours per week

Service Area Purpose

The Legal Services Department provides a broad range of comprehensive legal support to all the Council's Departments and Members. Roles range from Legal Assistants to Senior Solicitors.

Job Purpose

Duties are varied but will include maintaining the legal files to a high standard, obtaining documents relevant to a case, preparing the bundles for court, dealing with members of the public/legal professionals and administrative tasks from other Lawyers in the team. Working within a team of Legal Assistants you will provide a comprehensive and efficient administrative service. Full training will be provided.

Specific Responsibilities

Specific responsibilities include:

- To carry out casework instructions received from lawyers and other legal assistants and plan and prioritise allocated work efficiently.
- The ability to adapt to new systems and processes quickly.
- The ability to work independently and use initiative.
- To ensure that bundles are prepared for court hearings or as required.
- To be trained as a super-user for our case management system.
- To ensure effective diary management and that court directions and other deadlines are complied with in a timely manner.
- To assist with the drafting of legal documents / applications as required.
- Willingness to take on additional responsibilities and support the wider team.
- Carry out additional duties commensurate to the level of the role.

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• A good standard of general education with strong literacy and numerical skills.	<ul style="list-style-type: none">• An interest in working in a legal service or law practice office environment.• Knowledge and understanding of law and procedure relating to housing litigation.

Experience

Essential	Desirable
<ul style="list-style-type: none">• Ability to work under pressure and meet deadlines whilst helping with a diverse caseload.• Ability to work collaboratively at all levels and in a non-hierarchical way.• Ability to be proactive and have the energy, commitment and resolve necessary to get the job done.	<ul style="list-style-type: none">• Ability to exercise good judgement and discretion, including identifying and flagging risk.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none">• Being able to maintain any legal databases and systems as directed.• Good IT skills, with ability to use MS Office products and able to construct written responses to customers that are clear and concise.• Ability to manage and handle confidential and sensitive information and data.• Ability to work under pressure, meet tight deadlines, adapt to change and to manage competing priorities.• Good standard of oral and written communication.• Understanding of the broad requirements of the data protection principles.• A commitment to equality and diversity.