

Legal Assistant (Post 1294)

Service Area

Legal

Manager/Team Leader

Senior Legal Assistant

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

To assist in the provision of the Legal Service to NNDC and external clients while receiving training and development.

Key Result Areas

1. To gain knowledge and experience of legal procedures and legislation in order to carry out the duties of the post
2. To prepare and process standard forms in relation to debt recovery matters, to include negotiating payment of debt and giving advice to instructing departments
3. To hold own case load in land and debt recovery matters.
4. To assist the service in processing information requests as required by the Senior Legal Assistant.
5. To assist the service in developing robust processes and procedures.
6. To undertake such administrative tasks as required.
7. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
8. Any other work required and as directed within the confines of the existing grading and post.

Person specification



Legal Assistant (Post 1294)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Knowledge of County Court procedures with particular reference to debt recovery (including obtaining and enforcement of judgement-debts and possession claims.	✓		Appl Form*/ Interview
	Experience of working in a legal environment		✓	Appl Form*/ Interview
	Experience of working in an administrative role.	✓		Appl Form*/ Interview
Qualifications	Educated to A level standard	✓		Appl Form*
Skills	Ability to deal with difficult people and customers	✓		Appl Form*/ Interview
	Good interpersonal and communication skills (written and verbal)	✓		Appl Form*/ Interview
	Good understanding of Microsoft software (Word & Excel) including internet use	✓		Appl Form*/ Interview
	Ability to use initiative to make decisions and problem solve		✓	Interview
	Ability to negotiate	✓		Interview
Aptitude and Disposition	Maintain confidentiality and a professional approach to work	✓		Interview
	Can work alone or as a member of a team	✓		Appl Form*/ Interview
	Assertive and confident when dealing with the public	✓		Interview

*In order to assess this from the application form we require you to provide an example