

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE: FINANCE

POSTHOLDER

SECTION: LEGAL SERVICES

GRADE SO2

POST DESIGNATION: LEGAL ASSISTANT

Purpose of job

To be responsible to the Senior Lawyer for processing a range of work in respect of various Criminal Litigation matters, in particular summary offences in the Magistrates Court.

Main duties

1. To organise and carry out a range of legal work as allocated in the fields of enforcement, rent arrears, possession proceedings and debt recovery.
2. To have conduct of prosecutions matters and litigation in relation to all areas of the Council's functions, receiving instructions, negotiating settlements, drafting routine pleadings, including summons in the Magistrates Court, taking statements, entering judgements, preparing cases for trial/arbitration, liaising with relevant parties, attending case conferences and meetings, and attending court as the Council's advocate or instructing counsel as appropriate.
3. To prepare proceedings for issue in the Magistrates Court and County Court.
4. To liaise with managers in the in the relevant departments keeping them informed of the progress of cases and ensuring that parties are aware of and comply with their deadlines.
5. To make recommendations to clients as to appropriateness and methods of enforcement.
6. To prepare reports for and to attend working parties and other meetings as required.
7. To undertake any other work appropriate to the level and general nature of the post's duties as required by the Senior Housing Lawyer.
8. To maximise the use and effectiveness of computer systems.

9. To carry out all duties with due regard to the provisions of health and safety regulations and legislation and the Council's equal opportunities and customer care policies, quality service objectives and New Technology Agreement.

Designation of post to which Postholder normally reports:-

Senior Lawyer

Signature of
Originator : _____

Signature of
Postholder : _____

Date :