

## Person Specification

<b>Job Title</b>	LEGAL ASSISTANT
<b>Grade</b>	SO2
<b>Service/Section</b>	LEGAL SERVICES
<b>Directorate</b>	FINANCE

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview  
**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
<b>Knowledge</b>		
knowledge and understanding of the work and structure of Legal Services within a Local Authority environment	AF/I	E
<b>Skills and Abilities</b>		
Good communication ( verbal and written) and interpersonal skills	AF/I	E
Excellent general administrative skills	AF/I	E
Willingness to undertake advocacy in relevant courts and Tribunals	AF/I	E
Ability to prioritise workload to meet deadlines	AF/I	E
Organised and methodical approach	AF/I	E
Ability to work with minimum supervision	AF/I	E
Ability to conduct relevant research	AF/I	E
Excellent IT skills		
<b>Experience</b>		
Legal experience within a Local Authority	AF/I	E
Experience of Housing and Debt recovery work	AF/I	D
Experience of assisting in the preparation of matters for court	AF/I	E
Experience of working as part of a Team.	AF/I	E

<b>Equal Opportunities</b>		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E