

JOB DESCRIPTION

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| JOB TITLE | Paralegal Assistant |
| GRADE | Band D |
| REPORTING TO | Business Manager |
| JD REF | CSUP0039G |

PURPOSE

To provide paralegal support to the Legal Services team.

MAIN DUTIES AND RESPONSIBILITIES

- Provide general administration and office support duties.
- To assist with the day-to-day legal support work associated with the provision of legal services to members and officers of the Council.
- To assist with the support and development of the Legal case management.
- To assist with the preparation of Court bundles and documentation as directed.
- To support the operation of the Director of Law and Governance's office.
- To undertake and discharge, when required, such other work, duties and responsibilities (principally falling within Law & Governance) that are commensurate with the nature, scope and grade of the post.

ESSENTIAL CRITERIA

Qualifications:

Numeracy and Literacy (GCSE) or equivalent.

Knowledge & Skills:

Good interpersonal skills.

Knowledge of office procedures and systems.

Good organisational and time management skills.

Ability to handle a number of different tasks and work to deadlines.

Able to communicate effectively orally and in writing.

Experience:

Administrative/financial/reception duties.
Experience of working with Microsoft Office packages, e.g. Word, Excel, Outlook.
Experience of using databases, data inputting / handling.
Developing and establishing processes and procedures.
Working as a member of a team.

DESIRABLE CRITERIA

Qualification:

Foundation level CILEX qualification or working towards it.
Foundation level Business Management level qualification or working towards it.

Knowledge & Skills:

Ability to work to tight statutory/litigation deadlines.
Proficient in the use of IT software.
Awareness of Health and Safety Regulations.
Willingness to work independently and ability to show initiative.
Understanding of Data Protection Legislation.

Experience:

Experience of litigation legal processes
Experience of processing invoices.

ADDITIONAL WORK ELEMENTS

Ability to work both independently and as part of a team.
Flexible approach to working in an office with a wide range of duties including basic technical skills
Ability to work flexibly across all Council offices as required.

DATE OF APPROVAL: 02/03/23

APPROVED BY: VICKI SHAW, HEAD OF LEGAL SERVICES

