

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Department:	Chief Executives	
Division:	Legal Services	
Designation:	Legal Assistant/Paralegal	Grade:SC4
Team:	As allocated	Reports to Designation: Senior Lawyer

MAIN PURPOSE OF THE JOB

To work at the direction and with supervision of the Senior Lawyer, to deal with routine legal and administrative work and assist members of staff with legal work, as assigned.

PERSONAL DUTIES

1. Under supervision and direction of the Senior Lawyer assist in a range of legal duties as required by the Senior Lawyer including interviewing witnesses and preparation of witness statements and other evidential material; assistance with, preparation and defence of proceedings in the Magistrates, Family Proceedings, Youth Justice, County and High Courts; co-ordinating the attendance of witnesses, Counsel and others in Court; representing the Council at hearings of minor or straightforward cases, directions appointments and applications; service of notices or proceedings as required; preparation of documents and liaising with parties in respect of lease extensions, collective enfranchisement and right to buy matters; assistance with straightforward property transactions; assistance with straightforward contract and procurement matters; preparation of bundles and contract documentation.
2. To carry particular responsibility under supervision for more straightforward cases which involves legal work of less complexity.
3. Undertake legal research and assist more senior staff within Legal Services in respect of more complex transactions.
4. Provide all necessary support to staff within Legal Services as required.
5. Operate computerised case management and case progression systems, and input relevant data including time recording as required, adhering to current procedures for the scanning, storage

and maintenance of all file records

7. Maintain awareness of relevant legal and procedural developments.
8. Produce performance monitoring reports, collate and produce financial and other information and carry out such statistical recording and reporting as maybe required.
9. **General**
 - (i) Any other duties which may fall within the purview of the post.
 - (ii) Carry out the duties and responsibilities of the post with due regard to:-
 - (a) the Council's equal opportunities policies;
 - (b) health and safety requirements;
 - (c) the need to promote the Council's Core Values and Legal Services objectives;
 - (d) professional accountability to the Head of Law

10. **Internal Contacts**

Frequent contact with staff in other departments up to and including Principal Officer level as necessary.

11. **External Contacts**

Frequent contact with Counsel, Solicitors, Court staff, experts and members of the public.

PERSON SPECIFICATION

JOB TITLE: Legal Assistant/Paralegal

DEPARTMENT: Legal Services

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are any reasonable adjustments that can be made to enable you to do the job.

EQUAL OPPORTUNITIES

- Commitment to implement the Council's Equal Opportunities policies
- Awareness of Equal Opportunities issues **S**

KNOWLEDGE

- Basic knowledge of local authority office procedures or general office administration **S**
- Basic knowledge of areas of law and practice relevant to the role. **S**

APTITUDE

- Ability to learn and understand quickly **S**
- Ability to prepare routine reports/statistics
- Ability to work on own initiative
- Ability to undertake casework and associated tasks under direction and supervision

- on day to day basis
- Dedication, commitment and a capacity for hard work **S**
- An analytical approach to problem solving with the ability to apply critical thinking to problems

SKILLS

- Ability to use standard Microsoft Packages in order to produce a high standard of work.
- Good standard of literacy with ability to produce accurate work **S**
- Ability to communicate clearly and concisely in writing, in person and on the telephone
- Ability to manage own time effectively

EXPERIENCE

- Experience of working in a legal environment **S**
- Experience of document preparation **S**
- Experience of dealing with a wide range of people
- Experience of dealing with confidential issues appropriately
- Experience of working methodically under pressure to meet deadlines **S**

PERSONAL QUALITIES

- Ability to communicate effectively and succinctly in writing **S**
- Ability to follow instructions accurately and effectively
- Ability to work as an effective member of a team dealing with a variety of duties
- Willingness to learn new skills and commitment to continuous personal development
- Commitment to service excellence

Special Requirements

Ability, on occasions, to work late to deal with urgent deadlines

Generally candidates must meet standard Lewisham requirements for the post

Professional Qualification(s)

Obtained or studying for ILEX, Law degree, Diploma in Legal Studies or

other relevant qualification.