

## JOB SUMMARY

<b>Post Title</b>	<b>Legal Support Officer</b>						
<b>Job Family</b>	<i>Business Support</i>	<b>Pay Range</b>	6	<b>Line Manager to others?</b>	<b>Yes /No</b>	<b>Role profile ref</b>	<i>BS06</i>
<b>Service Area</b>	Legal Services						
<b>Line Manager</b>	Principal Lawyer, Litigation & Property Team						
<b>Location</b>	County Hall						

### Job Purpose

To provide legal support assistance to members of the Litigation and Property & Contracts Legal Teams and other colleagues within legal services.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To provide paralegal and administrative support to fee earners within the Litigation and Property & Contracts Legal Teams as required by Principal Lawyer, Litigation Legal Team, and Principal Lawyer, Property & Contracts Legal Team.
- To assist fee earners in all case work undertaken within the team including drafting and issuing proceedings, agreements, formal statutory requests, lodging documents and applications at Land Registry, attending County Court for minor non-contentious matters commensurate with position
- To oversee shared ownership, dedication agreement, assignments, and sales files
- To oversee the statutory Town and Village Green and Commons Registers
- To utilise and maintaining the deeds system within Legal Services
- To maintain key dates diary for Litigation and Property & Contracts Legal Teams
- To prepare court bundles and preparation for and attendance at court with Counsel/lawyers
- Diarising and minuting team meetings and other appointments
- General office administration to include preparation of correspondence, typing (copy and digital audio) photocopying, filing, payment of invoices, opening and closing files.
- Carrying out other administrative tasks as requested by the Principal Lawyer, Litigation Legal Team, or the Principal Lawyer, Property & Contracts Legal Team.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Practical experience within the relevant working environment	<i>Experience of working in a legal or similar professional environment</i>	<b>X</b>	
Working knowledge of relevant processes and systems.	<i>Experience of completing basic legal forms and knowledge of legal procedures</i>	<b>X</b>	
ICT skills including use of Microsoft applications.		<b>X</b>	
Good verbal and written communication skills.		<b>X</b>	
Numerate and accurate with attention to detail.		<b>X</b>	
Understanding of how to deal with clients and external firms appropriately.		<b>X</b>	

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<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to level 3/4 qualification standard or able to demonstrate equivalent experience.	<i>2 GCSE grades 4-9 (A-C), including Maths and English or equivalent qualifications or experience</i>	<b>X</b>	
	NVQ 4 in Business Administration or equivalent		<b>X</b>
	Paralegal qualification or other legal training or equivalent experience		<b>X</b>
RSA III (Word Processing) or equivalent professional qualification may be required.	<i>Equivalent experience</i>		<b>X</b>
<b>Other Requirements</b>			
<p>May require relevant certifications including evidence of fluency in English language.</p> <p>Willingness to continually maintain skills and train as necessary</p> <p>Enthusiastic and able to self-motivate, but also work as part of a team</p> <p>Confident and articulate and able to take an independent view</p> <p>Willing to learn and try new tasks</p> <p>Able to work constructively with officers at all levels, members of the public and other organisations</p> <p>Able to work outside office hours if necessary</p>			
<b>Organisational Structure (optional)</b>			