

Post Specification

Post Specification - Key Information

- **Post Title: Legal Assistant**
- **Date: 4 December 2024**
- **Post Group Number: PG6997**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS 7**
- **Final Grade: 7**

To be read in conjunction with the job family role profile.

Service Area Description

Legal and Democratic Services

Purpose of this Post

To assist with legal transactions and other legal services for and on behalf of the Council.

Key Job Specific Accountabilities

1. To have conduct of a caseload of routine legal matters.
2. Where relevant to the role, under the supervision of lawyers or legal officers, to carry out aspects of the litigation process
3. Where relevant to the role, under the supervision of lawyers or legal officers, carry out aspects of the legal processes to give effect to the regulatory role of the Council.
4. To assist managers, lawyers, legal officers and other legal assistants as required with any other legal tasks relevant to Legal Services at a level appropriate to the role.
5. To contribute as appropriate to the role to service planning, implementation and review within Legal Services and to the development and maintenance of high standards of legal practice management.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** N/A
- **Staff Management Responsibilities:** None
- **Other:**

Essential Criteria

- **Qualifications:** The generic qualifications, experience and skills required for the role are set out in the Role Profile Description OS7.
- **Knowledge:**
- **Experience:** Sufficient experience of administration in an office environment to carry out the responsibilities of the role.
- **Expertise:** Strong workload organisation and management skills.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Emotional demands: for litigation roles, those arising from conducting legal cases relating to the abuse of people and animals
- **Physical Demands:** Physical demands: some roles will variously involve lifting and handling of bundles for hearings and attendance at site visits.
- **Working Conditions:** Working conditions: mainly office based. All roles will involve some travel to other offices within Westmorland and Furness as required. Some roles will involve travel to/from courts/other hearing venues throughout Cumbria and beyond.
- **Other Factors:** None

Other Factors: