

JOB DESCRIPTION

Job Title	Clerical Assistant (Legal)
Department	Legal
Reporting to	Graduate Legal Executive/Team Leader
Responsible for	None

Job Summary

To provide paralegal and administrative support to the Legal section

Main Tasks & Responsibilities

Operational

Carry out paralegal and administrative procedures within the Legal Section

Provide clerical/administrative support as directed and prioritised by the Legal Services Manager/Team Leader

Maintain and update as necessary the Geographical Information System

Process applications under the Right to Buy and Right to Acquire Legislation ensuring that such applications meet Statutory Requirements

Assist in the collation and presentation of statistical information for the Legal Team as and when required

Other tasks

To promote equal opportunities and diversity in service delivery.

To promote Freebridge, its core values and ethos.

To foster constructive and collaborative working relationships with stakeholders and partner organisations.

To participate in the continuous improvement of service delivery ensuring that policies and procedures comply with legislation and regulatory requirements.

To respect the need for confidentiality when processing personal/customer data.

Other such duties as may be required from time to time.

Job Evaluation Panel 21 October 2009



PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

- Educated to GCSE level with a minimum of Grade C or above passes in English Language and Mathematics
- Previous experience of using computerised systems
- Knowledge and experience of spreadsheets, databases and word processing systems.
- Previous experience of working to deadlines in a busy office environment
- Previous experience of working with Geographical Information Systems (desirable)

SKILLS

- Excellent communication skills, both verbal and written
- Ability to prioritise workload
- ICT skills

ATTITUDE

- Ability to work on own initiative.
- Ability to work as a member of a team
- Ability to work under pressure and to tight deadlines
- Accurate “attention to detail” approach