

Job Title:	Legal Support Officer/Paralegal
Reports to:	Senior Lawyer
Department:	Strategy, Governance & Law
Division	Legal Services

Purpose of the Job

To provide specialist legal support to lawyers in the Housing and Litigation Team and to manage own case load of property related legal work.

Main Tasks

1. General Office Duties: opening of matters on case management system, organisation of diaries, contacting Courts and other organisations, preparation of bundles (Case lines), redaction of documents using software; , word processing, proof reading, photocopying, scanning, updating files organisation and distribution of post and drafting standard documents using precedents and general administrative duties.
2. Client Care: to ensure that work is carried out to the standards required by the Client. Update the client on case progress over the telephone and in writing at regular intervals in accordance with customer care and quality procedures. Deal with telephone enquiries, provide information required or make referrals as necessary. Arrange meetings/appointments, booking accommodation and ensure the timely follow up of relevant issues.
3. Information Technology: use of office productivity tools such as organiser, word-processing, databases, spreadsheets and case management which support the effective running of the Solicitors Office. To report any faults in software or hardware to the Business Support Team.
4. Communication: Deal with routine correspondence, both internal and external and refer correspondence on where necessary, writing letters on own initiative.
5. Legal Research: basic research of areas of law as required.
6. Fee Earning Work such as drafting of routine documents and correspondence.
7. Health and Safety: To ensure that the Council's Health and Safety Policy and agreed Codes of Practice are observed within the section.
8. Equalities: the post holder must be prepared to implement the Council's Equalities Policy at the level appropriate to the job and must carry out his/her duties with due regard to this policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

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Reports to:	Senior Lawyer
Department:	Strategy, Governance & Law

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Knowledge of operating case management and filing systems.• A minimum of 2 A level passes or equivalent.
Experience	<ul style="list-style-type: none">• Experience of providing legal and administrative support for a minimum period of 6 months in a defined area of legal practice e.g. property or litigation.
Skills and Abilities	<ul style="list-style-type: none">• Flexibility: the post holder must be able to work independently and as part of a team providing support to lawyers and senior lawyers managing demanding caseloads.• Organisational skills: methodical approach to work and an awareness of the need to pay attention to detail, as accuracy is required to keep orderly files and records.• Time management skills: ability to work under pressure to tight deadlines and prioritise work according to importance and urgency.• Communication skills: ability to communicate and cooperate over the telephone and in person. Ability to write clear and concise letters and notes without supervision. Liaise with the land registry, internal departments and professionals in private practice as necessary. Ability to maintain team diary and arrange meetings.• Computer skills: must be computer-literate and preferably have experience of using office productivity tools such as word processing databases, spreadsheets, organiser and other database applications such as time recording and case management systems.• Client care skills and experience of providing a customer-focussed, cost-effective service.• Advisory skills appropriate to work at this level.• Aptitude to embrace new areas of law and new technology and to develop specialist skills further.
Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Career Grade:

At Scale 6, the postholder will be providing legal support to the Senior Lawyers and Lawyers and will be engaged in fee earning legal work in areas such as drafting more complex documentation and correspondence, issuing proceedings and managing low value civil litigation cases (such as debt recovery) with supervision..

At Scale 5, the postholder will be responsible for higher level administrative support and some routine fee earning legal functions such as drafting standard documentation and dealing with enquiries and responding to correspondence from client departments and external bodies. The postholder will update clients on case progress, both in writing and over the telephone and monitor quality systems and maintain written records.

At Scale 4, the postholder will be responsible for administrative support to lawyers which requires knowledge of office systems and office equipment and liaison with client departments. This will include use of legal software including bundling and redaction systems. Examples of the type of work would be general office duties and assisting lawyers to manage caseloads.