

**WOKINGHAM BOROUGH COUNCIL  
JOB DESCRIPTION**



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BOROUGH COUNCIL**

<b>Job Title:</b>	Legal Assistant/Senior Legal Assistant	<b>Job Ref:</b>	Various
<b>Service:</b>	Legal & Electoral Services	<b>Section:</b>	Shared Legal Solutions
<b>Reports To:</b>	Practice Support Manager	<b>Location:</b>	Shute End (including working flexibly)
<b>Grade:</b>	4 – Legal Assistant 5 – Senior Legal Assistant	<b>Salary:</b>	Legal Assistant: £17,161 - £19,126 Senior Legal Assistant: £19,621 - £21,519
<b>Employment Status:</b> Permanent			
<b>Hours of Work:</b> Full Time			
<b>Service Purpose:</b> To provide timely and high quality legal services and advice to clients of Shared Legal Solutions.			
<b>Job Purpose:</b> To provide an efficient and effective support service to Shared Legal solutions and assist with any para legal duties requested by Senior Lawyers and Lawyers.			
<b>Organisation Chart:</b>			
<pre> graph TD     A[Practice Support Manager] --- B[Senior Legal Assistants]     B --- C[Legal Assistants]     A -.- D[Corporate Administrators]         </pre>			

## Scope

### Financial Accountabilities

Budgets directly controlled (*please state if this has been delegated to the post-holder*) £0

Budgets monitored on day-to-day basis: £0

### Staff Responsibilities

Number of employees managed/supervised: N/A

Number of FTE (Full Time Equivalents) employees managed/supervised: N/A

### Health and Safety responsibility:

In accordance with the provisions of the Health and Safety at Work Act 1974 etc, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

### Management of Physical Assets

Nature of physical assets directly controlled N/A

Details of service contracts managed: N/A

## Summary of Main Contacts

**Internal:** Staff in own and other services of partner authorities including WBC, Members, to deal with messages, straightforward queries, make appointments, arrange meetings and hearings.

**External:** Members of the public, solicitors, developers, developers' Agents, Court staff, mortgagees, companies, etc. of a similar nature to above.

## Legal Assistant

<b>Main Tasks/Accountabilities</b> <i>This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required</i>	<b>Approx % of working time spent</b>
Provide efficient and effective office support to Shared Legal Solutions – dealing with incoming and outgoing post, collecting deeds and files, word processing, audio typing, proof reading, photocopying, faxing, updating files, preparing documents for court (e.g. collating court bundles), maintaining court diary, arrange appointments, meetings and hearings etc.	60%
With guidance and support, provide para legal assistance to Lawyers, Senior Lawyers and Team Leaders involving fee earning work (e.g. land registry searchers, company searches, uncontested debt recovery, simple court work, rent memoranda, traffic orders, drafting and completion of a wide variety of documentation), ensuring processes are followed and systems maintained.	10%
Ensure a satisfactory layout of legal and Court documents to meet procedural requirements. Liaise with courts regarding Summons, Warrants, and Certificates of Conviction etc., and ensure court deadlines are met, liaising with Counsel as necessary.	10%
Make and maintain legal files within IKEN.	15%
Deal with messages and straightforward queries, ensuring important information is passed on in time to an appropriate colleague.	5%
	<b>100%</b>

## Senior Legal Assistant

<b>Main Tasks/Accountabilities</b> <i>This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required</i>	<b>Approx % of working time spent</b>
Provide efficient and effective office support to Shared Legal Solutions – dealing with incoming and outgoing post, collecting deeds and files, word processing, audio typing, proof reading, photocopying, faxing, updating files, preparing documents for court (e.g. collating court bundles), maintaining court diary, arrange appointments, meetings and hearings etc.	20%
Provide para legal assistance to Lawyers, Senior Lawyers and Team Leaders involving fee earning work (e.g. land registry searchers, company searches, uncontested debt recovery, simple court work, rent memoranda, traffic orders, drafting and completion of a wide variety of documentation), ensuring processes are followed and systems maintained.	50%
Ensure a satisfactory layout of legal and Court documents to meet procedural requirements. Liaise with courts regarding Summons, Warrants, and Certificates of Conviction etc., and ensure court deadlines are met, liaising with Counsel as necessary.	10%
Make and maintain legal files within IKEN.	10%
Deal with messages and straightforward queries, ensuring important information is passed on in time to an appropriate colleague.	10%
	<b>100%</b>

## PERSON SPECIFICATION – Legal Assistant

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**E** = Essential to carry out role to minimum required standard

**D** = Desirable but not essential to carry out the role

<p><b>Knowledge/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 5 GCSE level (A*-C) to include English, or equivalent (or appropriate experience)</li> <li>• Knowledge of layout of legal and Court documents</li> </ul>	E	D
<p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>• Attention to detail and accuracy, including grammar and spelling</li> <li>• Good audio dictation skills</li> <li>• Accurate keyboard skills, rapid data input</li> <li>• Good communication skills</li> <li>• Good organisational skills</li> <li>• Work effectively under pressure in a busy, diverse and demanding work environment</li> <li>• Proven ability in capturing, storing and accurately retrieving information to meet service needs</li> <li>• Competent user of computer software applications such as Word, Outlook, IKEN, Wise</li> </ul>	E E E E E E E E	
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Word processing and administration experience</li> <li>• Experience of providing office/secretarial support within a legal environment</li> </ul>	E	D
<p><b>Special Factors:</b></p> <ul style="list-style-type: none"> <li>• The ability to deal with sensitive issues and to appreciate the requirements of confidentiality</li> <li>• This role requires the post holder to work flexibly, from the office, the client site of partner authorities, home or alternative locations.</li> </ul>	E E	

## PERSON SPECIFICATION – Senior Legal Assistant

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**E** = Essential to carry out role to minimum required standard

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<p><b>Knowledge/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 5 GCSE level (A*-C) to include English, or equivalent (or appropriate experience)</li> <li>• Knowledge of layout of legal and Court documents</li> <li>• Completion of some of the Institute of Legal Executive examinations or desire to do so</li> </ul>	<p>E E D</p>	
<p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>• Attention to detail and accuracy, including grammar and spelling</li> <li>• Good audio dictation skills</li> <li>• Accurate keyboard skills, rapid data input</li> <li>• Good communication skills</li> <li>• Good organisational skills</li> <li>• Work effectively under pressure in a busy, diverse and demanding work environment</li> <li>• Proven ability in capturing, storing and accurately retrieving information to meet service needs</li> <li>• Competent user of computer software applications such as Word, Outlook, IKEN, Wise</li> </ul>	<p>E E E E E E E E E E</p>	
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Word processing and administration experience</li> <li>• Experience of providing office/secretarial support within a legal environment</li> <li>• Experience of carrying out para legal work accurately and efficiently</li> <li>• Experience of working in a legal capacity in local government</li> </ul>	<p>E E E E</p>	<p>D</p>
<p><b>Special Factors:</b></p> <ul style="list-style-type: none"> <li>• The ability to deal with sensitive issues and to appreciate the requirements of confidentiality</li> <li>• This role requires the post holder to work flexibly, from the office, the client site of partner authorities, home or alternative locations.</li> </ul>	<p>E E</p>	

## BEHAVIOUR PROFILE – Legal Assistant

	Degree Required	Behaviour Statement
<b>Core Behaviours</b>		
✓ Personal Effectiveness	Acts	Acts in a positive, flexible, organised manner, is receptive & adopts an assertive style
✓ Impact	Facilitates	Remains focused on detail, follows work/issues through; delivers what they have committed to, whilst considering their impact on others
✓ Resilience	Acts	Accept & adapts to both significant & day to day change; Seeks to identify the benefits & opportunities created by change; Maintains effective performance under pressure & ambiguity
✓ Joined Up Thinking	Acts	Demonstrates an awareness of how to operate within the formal & informal organisational structures; acts in accordance with WBC's Values
✓ Analysis & Judgment	Acts	Acts with & uses 'common sense' in reaching a solution; does not ignore problems - tackles them by breaking them down & considering all factors; complies fully with WBC Risk Management Policy
✓ Interpersonal	Facilitates	Shares information; seeks to appreciate the role of other colleague/customer role & issues; facilitates issue resolutions & does not ignore minor issues that could lead to conflict
✓ Customer & Community Focus	Acts	Acts appropriately to internal & external customer requests, ensures customer satisfaction, takes responsibility for correcting issues
✓ Respect	Acts	Acts with dignity, respect & with integrity towards everyone; acts as a positive role model; flexible in approach when dealing with colleagues & customers

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<b>Management Behaviours</b>		
✓ Providing Direction	N/A	
✓ Coaching	N/A	
✓ Managing Excellence	N/A	
✓ Managing & Development Teams	N/A	

<b>Leadership Behaviours</b>		
✓ Positive Role Model	N/A	
✓ Leading Change	N/A	
✓ Strategic Focus	N/A	



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	Degree Required	Behaviour Statement
<b>Core Behaviours</b>		
✓ Personal Effectiveness	Acts	Acts in a positive, flexible, organised manner, is receptive & adopts an assertive style
✓ Impact	Facilitates	Remains focused on detail, follows work/issues through; delivers what they have committed to, whilst considering their impact on others
✓ Resilience	Acts	Accept & adapts to both significant & day to day change; Seeks to identify the benefits & opportunities created by change; Maintains effective performance under pressure & ambiguity
✓ Joined Up Thinking	Acts	Demonstrates an awareness of how to operate within the formal & informal organisational structures; acts in accordance with WBC's Values
✓ Analysis & Judgment	Facilitates	Gathers information & facilitates sound, logical conclusions from that information; able to get the information needed without direction of manager; can articulate rationale for decisions
✓ Interpersonal	Facilitates	Shares information; seeks to appreciate the role of other colleague/customer role & issues; facilitates issue resolutions & does not ignore minor issues that could lead to conflict
✓ Customer & Community Focus	Acts	Acts appropriately to internal & external customer requests, ensures customer satisfaction, takes responsibility for correcting issues
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✓ Positive Role Model	N/A	
✓ Leading Change	N/A	
✓ Strategic Focus	N/A	