Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Legal Assistant – Debt Recovery	JEID	N0210
Salary Grade:	Grade G		
Team:	Legal Services – Adults, Education and Debt		
Service Area:	Governance & Policy – Legal & Democratic		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Lead Debt Recovery		
Responsible for:	N/A		

Role Purpose

- To provide clerical and administrative support to the team.
- To undertake fee earning activity to support the team.
- To undertake legal work such as: file opening, letter preperation, preparing statements, preparing bundles, etc.
- To process routine - moderately complex legal matters (such as debt recovery, debt litigation, property transactions, etc).
- To provide advice to clients (internal and external).

Role Responsibilities - Generic

- Responsible for own files for specific areas of legal work.
- Processing of own matters in a timely and effective way.
- Assisting and supporting fee earners, including legal research.
- Reading, drafting, editing and correcting a wide range of legal documents and correspondence.
- Maintaining Visualfiles case records (and any associated paper files) in accordance with Service procedures, the Office Manual and Lexcel.
- Advising clients on matters within competence (under supervision where required).
- Attendance at court or other hearings, to support fee earners/counsel as required.

- Supporting other members of staff as required.

The Strategy and Commissioning Manager (Legal and Democratic) or his/her nominated representative may revise the work undertaken by the post holder after discussion with him/her and he/she must be prepared to change and develop his/her role to suit the needs of the service.

Role Tasks & Responsibilities - Specific

Tasks that are specific to the team:

Holding and progressing as a fee earner a caseload of debt recovery matters for Warwickshire County Council and external clients, including:

- Critically reviewing instructions and evidence
- Advising clients
- Taking statements
- Corresponding with relevant parties
- Preparing claims and applications for court
- Taking enforcement action
- Undertaking research and contributing to team know-how

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

	Assessed By:
Law Degree / CILEX3 / Undergraduate degree plus Common Professional Exam (CPE) OR 18 Months experience of work related to the area of practice relating to this role	A, D
An understanding of the Civil Procedure Rules (Civil Law)	A, I, D
Knowledge and understanding of the law relating to the practice area.	A,I
To be able to analyse and interpret factual information to solve straightforward problems	A, I
To be able to communicate, in person and/or in writing, a variety of information to a range of people and be able to demonstrate tact/sensitivity when dealing with difficult situations	A, I
Experience of a range of office systems including the ability to use a keyboard with a high level of precision and speed (MS Office / SharePoint)	A, I

To be able to work under pressure including meeting deadlines and dealing with interruptions	I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	I
Experience of handling and processing manual or computerised information	I
The ability to organise own workload and decide priorities	I
Be able to maintain confidentiality & integrity	I
Ability to work as part of a team	A, I

Desirable Criteria

	Assessed By:
Working with case management system (Visualfiles)	A
Be adaptable to change, and willing to learn new skills	I
Experience of Local Authority or other public sector organisations	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting

☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
X - Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☐ Other (please specify):	