

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

Job Title: Legal Support Assistant	Job number: WM0544
Service Area: Law & Strategy	Team: Legal Services

JOB PURPOSE

To provide administrative support to the Lawyers in the Legal Services Team

JOB ACCOUNTABILITIES

Service delivery accountabilities

- Provide efficient and effective office support to the Legal Services Team – dealing with incoming and outgoing post, collecting deeds and files, word processing, proof reading, photocopying, faxing, updating files, preparing documents for court (e.g., collating court bundles), maintaining court diary, arrange appointments, meetings and hearings etc.
- Be responsible for raising Purchase Orders and arranging for the payment of invoices using the Councils Agresso system
- Be responsible for administration of the Legal Case Management System and assist with the implementation of an electronic signature system.

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	5 GCSE level (A*-C) to include English, or equivalent (or appropriate experience)	IT or administration training/qualifications	Application
Job Competence summary (knowledge, skills, abilities, experience)	<ul style="list-style-type: none"> • Administration Experience • Attention to detail and accuracy, including grammar and spelling • Accurate keyboard skills, rapid data input • Good communication skills • Good organisational skills • Work effectively under pressure in a busy, diverse and demanding work environment • Proven ability in capturing, storing and accurately retrieving information to meet service needs • Competent user of computer software applications such as Word, Outlook and Excel 	<ul style="list-style-type: none"> • Experience of providing office/secretarial support within a legal environment • Experience of working in a legal capacity in local government 	
Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)			
Politically restricted post	No		

<p>This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.</p>	<p>The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.</p>		<p>The competent answering of interview questions in English.</p>
--	--	--	---