

## POST OUTLINE – LEGAL OFFICER

The Legal Officer provides administrative support to both the Highways and Planning Team and Property Team with a variety of duties. Examples include:-

- Opening files and issuing terms of business letters
- Closing files
- Arranging various due diligence searches required as part of a land transaction
- Undertaking Stamp Duty Land Tax returns
- Undertaking various Land Registry applications
- Pre and post completion work on section 106 files
- Preparation of footpath and stopping up orders
- Providing assistance to colleagues with various aspects of their matters with colleague supervision
- Dealing with miscellaneous enquiries concerning encumbrances benefitting our clients, highways matters or planning matters

The Legal Officer may also from time to time have their own caseload of matters and will deal with the following:-

- Administering the creation and removal of legal charges pursuant to protecting the Council's interests in care home charges
- Dealing with the grant of standard form commercial leases through to completion of the lease
- Footpath and stopping up orders

The examples above of the Legal Officer's role are not exhaustive with the duties remaining flexible to meet the needs of Legal Services Lincolnshire