

JOB DESCRIPTION

Legal Clerk

Directorate and Section/Unit: Corporate Services, Legal & Democratic Services
Scale / Grade: 2
Reporting to: Solicitor (Planning, Highways, Environment & Local Government Law – day to day
Office Co-ordinator - workload

Responsible for: There are no staff directly supervised

Main purpose of job:

- To participate in the effective and efficient discharge of matters relating to Public Rights of Way and Highways.

Responsibilities, duties and tasks:

- To provide office and clerical support as required, in particular in the discharging of matters relating to Public Rights of Way and Highways:
 - To assist in the preparation/drafting of all necessary Orders, Schedules, and Public Notices Relating to Modifications, Dedications, Extinguishments, Creations or Diversions of Public Rights of Way, Temporary Traffic Orders and Road Traffic Regulation Orders as authorised, including interpreting legislation relating to them.
 - Check content of order, and route description, interpret relevant legislation as necessary summarise notices ready for external advertising and distribute them to individuals, statutory bodies and Parish and District Councils
 - To deal with the associated correspondence and telephone enquiries as appropriate
 - With assistance, to liaise with the Environmental Services Directorate and Planning Inspectorate as appropriate, in particular to deal with objections to proposals.
 - To help in making arrangements for public inquiries, in liaison where necessary with the appropriate government departments.
- When appropriate, to provide office and clerical support to the wider Corporate Services team
- With assistance from the Solicitor, prepare and undertake work associated with Section 116 Stopping Up Orders, including applications to the magistrates' court for arranging court hearings.
- To check land titles as appropriate.
- To assist with the Council's financial systems where appropriate.
- To update Worcestershire County Council's website as appropriate for the Division and to manage the content thereof.
- To assist in the administration and updating of the Law Library.
- To assist with the sealing process of documents requiring the affixing of the Council's Common Seal where required.
- To receive visitors and deal appropriately with their enquiries.
- To assist with the preparation, collation and distribution of documents and information.

- To undertake filing, faxing and photocopying.
- Using standard templates, to write routine letters, answer, deal with and/or take messages in response to telephone enquiries.
- To contribute to the development of office procedures, systems and practices

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Members, Officers and colleagues from across the Directorates

External: Members of the public and external professionals

Notes:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

JOB DESCRIPTION

Legal Clerk

Directorate and section/unit:	Corporate Services, Legal & Democratic Services
Scale / grade:	3
Reporting to:	Solicitor (Planning, Highways, Environment & Local Government Law) – day to day office Co-ordinator – Workload
Responsible for:	There are no staffs directly supervised

Main purpose of job:

- To participate in the effective and efficient discharge of matters relating to Public Rights Of Way and Highways

Responsibilities, duties and tasks

- To provide office and clerical support as required, in particular in the discharging of matters relating to Public Rights of Way: and Highways
- To prepare/draft all necessary Orders, Schedules, and Public Notices relating to Modifications, Dedications, Extinguishments, Creations or Diversions of Public Rights of way, Temporary Traffic Orders and Road Traffic Regulation Orders as authorised, including interpreting legislation relating to them.
- Check content of order, and route description, interpret relevant legislation as necessary summarise notices ready for external advertising and distribute them to individuals, statutory bodies and Parish and District Councils
- To deal with the associated correspondence and telephone enquiries (particularly objections / representations, use appropriate judgement to forward query to Env services or explain background to order etc in person
- To liaise with the Environmental Services Directorate and Planning Inspectorate as appropriate, in particular to deal with objections to proposals
- To make arrangements for public inquiries, in liaison where necessary with appropriate government departments
- When appropriate, to provide office and clerical support to the wider Corporate Services team
- To prepare and undertake work associated with Section 116 Stopping Up Orders, including applications to the magistrates' court for arranging hearings
- To check land titles as appropriate
- To assist with the Council's financial systems where appropriate
- To update Worcestershire County Council's website as appropriate for the Division and to manage the consent thereof
- To assist in the administration and updating the Law Library
- To assist with sealing process of documents requiring the affixing of the Council's Common Seal where required

- To receive visitors and deal appropriately with the enquiries
- To assist with preparation, collation and distribution of documents and information
- To undertake filing, faxing and photocopying
- To write routine letters, answer, deal with and/or take messages in response to telephone enquiries
- To contribute to the development of office procedures, systems and practices

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
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