

PERSON SPECIFICATION

Post Title: Legal Clerk
Directorate/Division: Corporate Services, Legal & Democratic Services
Scale / Grade: 2

QUALIFICATIONS/TRAINING:

It is **essential** that the postholder has:

- A good level of education to at least GCSE standard (or equivalent) Including English and Maths at Grade 'C' or above

It is **desirable** that the postholder has:

- Evidence of continuing professional development

EXPERIENCE/KNOWLEDGE:

It is **essential** that the postholder has:

- Experience of office systems, including the use of computer applications such as MS Office suite
- Experience of working within an office environment

It is **desirable** that the postholder has:

- Previous experience of or an awareness of local government or other public sector environment
- Experience of web content authoring

SKILLS AND ABILITIES:

It is **essential** that the postholder has:

- The ability to interpret legislation
- Attention to detail
- Good oral and written communications skills
- The ability to read maps and interpret plans
- An ability to prioritise workload and work in self-disciplined manner and within tight deadlines
- Good keyboard skills
- The ability to think logically and flexibly to solve problems
- Initiative
- Good telephone manner
- The ability to be a team player
- Good numeracy skills

ADDITIONAL FACTORS:

It is **essential** that the postholder has:

- A commitment to operate within a customer focused environment
- A willingness to undertake appropriate training

It is **desirable** that the postholder has:

- An interest in law or an associated discipline

PERSON SPECIFICATION

Post Title: Legal Clerk
Directorate/Division: Corporate Services, Legal and Democratic Services
Scale / Grade: 3

QUALIFICATIONS/TRAINING:

It is **essential** that the postholder has:

- A good level of education to at least GCSE standard (or equivalent), including English and Maths at grade 'c' or above.

It is **desirable** that the postholder has:

- Further or higher education qualifications
- Evidence of continuing professional development

EXPERIENCE/KNOWLEDGE:

It is **essential** that the postholder has:

- Experience of office systems, including the use of computer applications such as MS office suite
- Demonstrable experience working within an office environment

It is **desirable** that the postholder has:

- Previous experience of or an awareness of local government or other public sector environment
- Experience of web content authoring

SKILLS AND ABILITIES:

It is essential that the postholder has:

- The ability to interpret legislation
- Attention to detail
- Good oral and written communications skills
- The ability to read maps and interpret plans
- An ability to prioritise workload and work in self-disciplined manner and within tight deadlines
- Good keyboard skills
- The ability to think logically and flexibly to solve problems
- Initiative
- Good telephone manner
- The ability to be a team player
- Good numeracy skills

ADDITIONAL FACTORS:

It is **essential** that the postholder has:

- A commitment to operate within a customer focused environment
- A willingness to undertake appropriate training

It is **desirable** that the postholder has:

- An interest in law or an associated discipline.