Job Description

Section A: Job Profile

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

Job Details

Job Title:	Legal Assistant
Salary:	£24,948 - £26,845
Grade:	GRD7
Hours:	*e.g.,37 per week. We are open to discussions about flexible working*.
Team:	Legal Services
Service Area:	
Primary Location:	*e.g., County Hall, Oxford OX1 1ND.* *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process*
Budget responsibility:	None
Responsible to:	Senior Solicitor and Solicitor/Lawyer
Responsible for:	None
Political Restricted Post:	No

Job Purpose

To provide administrative support to lawyers, solicitors, paralegals and legal apprentices/trainees in conduct of cases to ensure that all work is carried out efficiently and effectively and within the requirements of office procedures, practice standards and court deadlines. This role is integral to supporting the delivery of a high performing legal service.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- To proactively manage and prioritise own workload, always adhering to deadlines e.g. court hearings and orders

- To assist with case management and filing procedures within the section; to ensure that all work is carried out within the requirements of office procedures and practice standards set for the section.
- Maintaining electronic filing system for the team, ensuring all files are kept in order, originating new files, archiving old files and closing files and ensuring that relevant information is added to the case management system. Operating brought forward system retrieving files for caseworkers on a daily basis.
- Redacting documents (under supervision) to ensure personal data is not disclosed.
- Planning ahead where possible and making decisions to chase information and papers as required.
- Telephone work including receiving and screening telephone calls, making calls to other parties, outside officials and government officers on behalf of teams in order to progress matters as required. Identifying the urgency of the call and dealing with it accordingly. This will include dealing with confidential and sensitive information.
- Responsible for dealing with incoming communications ensuring items that require action are not abandoned on desks but are dealt with accordingly. Accurate recording and passing on of all information by way of e-mail, notice or memo to the relevant legal team members.
- Organising meetings, appointments and telephone conferences for caseworkers, including booking appropriate meeting rooms and making provisions for catering, organising travel and accommodation arrangements for caseworkers, as required.
- To support financial management processes including placing orders and making payments and monitoring claims/invoices for payment against contracts and departmental budgets.
- Assist with opening and despatching of all mail, including DX, regular post and internal. Completing certificates of posting and making post book entries.
- Assist other legal teams and their assistants with workloads, where and when necessary and carry out general office duties including photocopying and scanning.
- To attend and minute meetings, co-ordinating any actions that arise.
- Liaising with Barrister's Chambers and their Clerks in obtaining quotes for legal work required within the team, setting up a good relationship with Chambers in order to be able to negotiate and obtain competitive best prices in order to get best value for the department and the Council.
- Setting up and processing of Barrister's Fee Notes and ensuring Legal Contractors Form is completed on the IKEN/Case Management System.
- Supporting Practice Management Team with payment of Fee Notes/Invoices received and sending and chasing evaluation from client department.
- Identify process servers, obtaining quotes and instructing them,
- Responsible for setting up of precedent/template documents for all types of cases dealt with on IKEN/Case Management System
- Responsibility for drafting and processing legal documentation which includes identifying correct legal forms, preparing, collating and indexing court papers, ensuring correct court fee and being aware of Court deadlines and ensuring they are met.
- Responsibility for maintaining cases register and updating as necessary.
- 'Gate-keeping' of telephone calls including receiving and screening telephone calls, making calls to other parties e.g. social workers, barristers chambers, court officers, outside officials and government officers on behalf of team, dealing with the call using own initiative in order

to progress matters, as required. Identifying the urgency of the call and dealing with it accordingly. This will include dealing with confidential and sensitive information. • Organise appointments and telephone conferences for caseworkers, including booking appropriate meeting rooms and arranging conference calls. • Responsible for dealing with incoming communications ensuring items that require action are dealt with accordingly and the accurate recording and passing on of all information by way of e-mail, notice or memo to the relevant legal team members. • To carry out any other duties as may be deemed to be within the remit of the post and commensurate with the grade and purpose of the post.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
• A command of written and spoken English which is appropriate for the effective performance of the role, ability to produce high quality, accurate work to deadlines. • Ability to produce high quality, accurate work to deadlines. • Demonstrate good and effective communication and interpersonal skills. • Work effectively as an individual and as a member of a team and with staff at all levels within the Service, Directorate, Council and other organisations.	A/T/I/P

• Demonstrate good organisational skills and to manage and prioritise own workload producing and administering correspondence and documentation to a high standard. • Ability to follow and work to standard office procedures, Microsoft applications and data bases and familiarisation with Case Management Systems and/or data entry, including demonstrating accurate keyboard skills.	
• Work experience within a legal practice/department/law firm environment. • Ability to research via the internet e.g. searching and selecting appropriate information as required. • Ability to work with and process confidential and/or sensitive information.	
Qualifications/Experience • Experience working within a legal practice/department/law firm environment And • For CILEX Apprenticeship post Level 1-3 : requirement 5 GCSEs or equivalent including English and Maths	
Desirable Criteria	**Assessed By:**
• Experience of working within a professional environment.	A

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here Pre-employment checks

Additional pre employment checks specific to this role are identified below (those ticked).

☐	Enhanced Disclosure and Barring Service check with Children and Families and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children and Families barred list check
☐	Enhanced Disclosure and Barring Service check with Children and Families Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☐	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks

☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

☐	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 a council 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
☐	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):		

June 2023
Legal Assistant Proposed JD