



J O B T I T L E: Legal Assistant – Children & Adults Legal

Job Description

Department:	Strategy and Resources	Post Reference No.....
Service:	Legal Services	Grade: E
Section:	Children & Adults Legal Services	

1. JOB PURPOSE

To provide paralegal support to the Children & Adult Legal Services team and to assist in the preparation and conduct of children and adult proceedings on behalf of the City Council.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To assist in the preparation of children and adult proceedings at all levels of the Family Court, Court of Protection and Civil Courts, as appropriate.
2. To prepare and submit applications to Court both to initiate children and adult proceedings and during the proceedings.
3. To assist in the preparation of Court paperwork, including producing briefs to counsel and drafting orders, obtaining police and medical disclosure, DNA and toxicology testing.
4. To have conduct of private law Section 7 and Section 37 case files.
5. To maintain records of court fees for the Team and liaise with the Family Court, as appropriate.
6. To produce and monitor case tracker documents for care proceedings in compliance with the 26 week timetable and provide to Heads of Service of both Children's Social Care and Legal on a monthly basis.
7. To liaise as necessary with witnesses, colleague departments of the Council, Family Court Office and partner agencies over relevant issues.

8. To interview and take statements from witnesses, Council colleagues and partner agencies over relevant issues.
9. To attend case meetings, including pre-proceeding Public Law Outline (PLO) meetings, on behalf of the Solicitors, and advise the Client Department, as appropriate.
6. To research and advise as appropriate, in relation to legal queries.
7. To attend appropriate Court hearings on behalf of the City Council as required including sitting behind Counsel. This may involve attending hearings at courts outside of Nottingham, if required.
8. To produce and submit letters and reports to the Family Court, Court of Protection, Civil Courts and outside agencies.
9. To ensure all public law care work is produced in compliance with the 26 week timeframe, as prescribed by the Public Law Outline for care proceedings brought into effect in 2014
10. To contribute to efficiency savings within the team by undertaking chargeable work on case files, where appropriate.

3. All staff are expected to maintain high standards of customer care in the context of the City Council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5. Numbers and grades of any staff supervised by the postholder: None

6. Postholder's immediate supervisor –
Natalie Grant, Team Leader

Reviewed by/Author: **Claire Knowles**
Date: **November 2017**

NOTE: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**



JOB TITLE: Legal Assistant – Children & Adults Legal

Person Specification

Department: Strategy and Resources Section: Children & Adults Legal Team		Post Reference No Grade: E			
AREAS OF RESPONSIBILITY		REQUIREMENTS	MEASUREMENT		
			P	A	T
			I	D	
Technical Understanding	1	Evidence of an understanding of the legal work carried out in local government.	✓	✓	
	2	A basic knowledge of Family Court, Court of Protection and Civil Court Procedures.	✓		✓
	3	Ability to draft letters and reports.	✓	✓	✓
	4	Ability to work on own personal initiative and with minimum supervision.	✓		✓
	5	Ability to organise own workload and work under pressure.	✓		✓
	6	Ability to prioritise work and to work to deadlines.	✓	✓	✓
	7	Experience of dealing with the preparation of cases for the Family Court, Court of Protection and Civil Courts to include the preparation of witness statements, court papers and court bundles.	✓		✓
	8	Familiarity with legal procedures and protocols and court systems			
	9	Previous experience of working in an office.	✓		✓

Information Technology	9 Basic understanding or word processing and database programmes.	✓ ✓ ✓ ✓
	10 Experience in reporting/research skills	
	11 Ability to operate computer equipment so as to accurately input and/or access information records.	
	12 Working knowledge of case management software	
Keyboard Skills	13 Ability to type letters and documents accurately.	
Communication and Customer Care	14 Good oral communication skills and in particular the ability to deliver oral reports and submissions.	✓ ✓ ✓
	15 Ability to deal tactfully with members of the public.	✓ ✓
	16 Good telephone manner.	✓ ✓
	17 Ability to be sensitive to the nature of the work undertaken and to ensure client confidentiality	
Work to promote Mutual Respect and Good Relations	18 Demonstrate the ability to work as part of a team.	✓ ✓
	19 Aware of and committed to implementing the City Council's Equality and Diversity Policy.	✓ ✓
Work Related Circumstances	20 Willingness to work outside of usual office hours, where necessary.	✓ ✓
P – Pre-Application	A – Application	T – Test
		I – Interview
		D – Documentary Evidence