

JOB DESCRIPTION

Legal Clerk(childcare)

Directorate and Section/Unit: Commercial and Change Directorate
Legal & Governance /Child Care Team

Scale / Grade: Sc 2/3

Reporting to: Principal Solicitor, Child Care Team

Responsible for: N/A

Main purpose of job:

- To provide clerical and administrative support principally to the Child Care Team, but also to the rest of the division as needed.

Responsibilities, duties and tasks:

- To maintain and operate the written system for renewals of interim orders in Care Proceedings, under appropriate Solicitor supervision.
- To prepare and produce, under appropriate solicitor, legal assistant supervision, bundles of documents for legal proceedings and to deliver such bundles to Court where necessary.
- To write letters and answer telephone enquiries and prioritise the urgency of such calls and deal with in an appropriate manner.
- To maintain diaries, both electronic and paper as appropriate.
- To participate in the implementation, development and maintenance of Practice Management, office procedures, case management systems (Iken at present), standards and policies, as required.
- To record promptly on (Iken) case management system all relevant case specific documentation and time worked, in accordance with the Division's time recording system, when in operation
- To undertake all necessary office administration such as operating an electronic case management system, filing, photocopying, faxing and raising cheques.
- To use and input data into electronic and paper information systems.
- To assist with the preparation, collation and distribution of documents and information, as appropriate.
- To receive visitors and deal appropriately with their enquiries.
- To maintain records and arrange meetings.
- To contribute to the development of office procedures, systems and practices.

- To contribute to the administrative support of the Legal & Governance division by participating in the rota of administrative support based in the legal office
- To co-ordinate solicitor attendance at Child Protection Conferences and maintain Child Protection Databases
- Under appropriate supervision, to issue applications and to file and serve legal documents.
- To undertake the production of monthly and quarterly statistics for solicitors.

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: Colleagues and clients

External: Members of the public, external professionals such as Private Practice Solicitors and Court Officials

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 Equality Act 2010.
- 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.

PERSON SPECIFICATION

Post Title:	Legal Clerk
Directorate/Division:	Commercial & Change, Legal & Governance Child Care Team
Scale:	2/3

QUALIFICATIONS/TRAINING:

It is **essential** that the postholder:

- 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 educational qualifications, preferably with a legal element
- 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 the MS Office suite
- 6 months experience of working within an office environment, preferably legal

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

- Previous experience of or awareness of Local Government or other public sector environment
- Experience of use of an electronic case management system

SKILLS AND ABILITIES:

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

- An attention to detail and accuracy
- Good oral and written communication skills
- An ability to prioritise workload and work in a self-disciplined manner and within tight deadlines over a sustained period and with minimal supervision.
- A good telephone manner
- Good keyboard skills
- An ability to think logically and flexibly to solve problems.
- An ability to stay calm under pressure
- An ability to handle distressing material in a sensitive and confidential manner
- Demonstrated they are a team player

- Initiative
- 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
- Has reliable broadband connection/ internet to allow remote working as necessary
- The ability to travel to meetings, site visits or hearings at short notice throughout the County and occasionally beyond.

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

- An interest in law or an associated discipline