

## **JOB DESCRIPTION**

### **Legal Clerk**

**Directorate and section/unit:** Chief Executive Office, Legal & Governance Services /  
Commercial Law Team

**Scale / grade:** 2/3

**Reporting to:** Principal Solicitor (Commercial Law Team)

**Responsible for:** No staff directly supervised

#### **Main purpose of job:**

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

#### **Responsibilities, duties and tasks**

- To support the functions relating to Highways Public Rights of Way, and Commons:
    - To prepare/draft all necessary standard legal documents relating to Commons searches, and Highways Orders and Notices, including understanding and applying the legislation relating to them.
    - Check content of documents and summarise 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 the Economy and Infrastructure Directorate or explain background to order etc in person
    - To liaise with the Economy and Infrastructure Directorate and Planning Inspectorate as appropriate, in particular to deal with objections to proposals
    - To make arrangements for public inquiries and magistrates' court hearings, in liaison where necessary with appropriate government departments
  - To provide administrative support to the wider Commercial Legal Team, including providing office cover on a rota basis with others
  - 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
  - To assist in the administration and updating of the Law Library
  - To assist with sealing process of documents
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- To receive visitors and deal appropriately with 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.
- 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 post-holder 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 Equalities 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.

Prepared by: ACM/DW/JB/TP  
Reviewed by TJP

Date: July 2012  
Oct 2020



## PERSON SPECIFICATION

**Post Title:** Legal Clerk  
**Directorate/Division:** Commercial Law Team, Legal and Governance Services  
**Scale / Grade:** 2/3

### 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:

- 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 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 understand and apply statutory procedures specific to the post
  - 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
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## **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.
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Prepared by: ACM/DW/JB/TP  
2012  
Reviewed by TJP

Date: Feb  
Oct 2020