

Harlow Council Employee Profile

Job Title: Legal Administration Officer **Post Number:** LP0100X

Attributes	Essential	Desirable	Method of Identification
Education Qualifications	4 GCSE's including Mathematics and English Grade C or above, or minimum Level 4 or equivalent.	NVQ 2 in Administration or equivalent.	Application Form Certificates
Related Experience	Knowledge and experience of administration and clerical work.	A sound working knowledge and experience of working in a legal office, invoice processing, ordering stationery and publications.	Application Form Interview References
Special Circumstances	Flexible with working hours.		Application Form Interview
Special Knowledge, Training	Familiar with conveyancing and litigation, preparing court forms and drafting documents. Familiar with Freedom of Information and Data Protection requests.	Knowledge of LEXCEL processes.	Application Form Interview
Skills and Abilities	Computer literacy, ability to work to deadlines, accuracy, attention to detail, ability to work under pressure. Ability to communicate clearly and professionally, both orally and in writing. Ability to deal with clients and other professionals. Ability to assist with training of colleagues.		Application form Interview
Disposition and Attitude	Understands and is committed to Equal Opportunities. Understands the need for confidentiality. Self-motivated, professional, tactful, reliable, committed to client care.		Application form Interview