

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Part Time Legal Assistant (Job Share)
REFERENCE:	CE211
SALARY SCALE:	Scale 4 (scp 10-13) £26,835 to £28,163 per annum pro rata
HOURS OF WORK:	18.5 Hours Per Week (Wednesday afternoons, Thursday and Friday all day)
POST NO:	E120
SERVICE AREA:	Legal Services
RESPONSIBLE TO:	Lawyer (Property and Commercial)
RESPONSIBLE FOR:	-
JOB PURPOSE:	To carry out legal work relating to the Council's assets, debt collection and freedom of information/environment information regulations. To administer the Legal Department's filing system and responsibility for the security of its records.

KEY RESULT AREAS

- To deal with the collection of debts referred for legal proceedings. To include drafting and issuing recovery proceedings at court and taking action to enforce any order obtained.
- To carry out conveyancing transactions on behalf of the Council under the supervision of the Lawyer Property and Commercial.
- To deal with enquiries relating to the ownership and management of Council land and to ensure all land is properly registered with the land registry.
- To liaise with the Council's Surveyors and Finance Department in relation to the Council's Assets.
- To draft and manage the licences for the Council's car parking space, garages, allotments and market cabins.
- To draft and process Road Closure Orders.

- To be responsible for the legal department's records, strong room and filing systems.
- To administer the Council's system for recording and responding to FOIA and EIR requests, to respond to those requests; to consider what exemption if any should be applied under the Act/Regulations To liaise with the Head of Legal and Democratic Services in respect of requests for internal review and to respond to the Information Commissioner's Office in the event of a complaint.
- To provide cover for the Local Land Charges Officer.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equalities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed

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Date

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Name (Print)

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PERSON SPECIFICATION



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ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
'A' Level or equivalent.		Application Form
	Legal Executive/Licensed Conveyancer or equivalent.	Application Form
Experience		
Experience of debt collection.		Application Form/ Interview
Experience of conveyancing.		Application Form/ Interview
Experience of the Freedom of Information Act and Environmental Information Regulation request for information.		Application Form/ Interview
Skills/Knowledge		
Detailed knowledge of Property Law and procedures.		Application Form/ Interview
Detailed knowledge of the law and procedures relating to debt collection and enforcement.		Application Form/ Interview
Detailed knowledge, and experience of dealing with, Freedom of Information Act and Environmental Information Regulation requests.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Knowledge or and ability to use Microsoft word, outlook and excel.		Application Form/ Interview
	Knowledge of the law and procedures for making road closure orders (TCPA).	Application Form/ Interview
Additional		
Conscientious and methodical approach to work.		Application Form/ Interview
Self-motivated and able to work on own initiative.		Application Form/ Interview
Flexible approach to work and willing to assist others.		Application Form/ Interview
Problem solving skills.		Application Form/ Interview