

Jobs and Careers



Job Description

Post Title: PARALEGAL		Post No: R5691
		Date: May 2013
Department: Corporate Resources & Support	Division / Branch: Legal Services	
Section(s): Social Care & Safeguarding; Commercial & Contracts; Employment, Education & Litigation; Regulatory; Capital	Responsible to: Principal Solicitor or Supervising Lawyer	
Overall Purpose of this Post: To support the provision of a comprehensive legal service to the Council		
Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity		
<ol style="list-style-type: none">1. To carry out a range of legal work in connection with the work of the [Section] within Legal Services2. To provide administrative support to the [Section]3. To be pro-active in implementing L.C.C Equal Opportunities Policy in carrying out the tasks of the post.4. To promote a working environment free of harassment and discrimination.		

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the post holder's time

1. To provide specific legal assistance, through allocated tasks and a caseload appropriate to the post in the areas of [insert section/areas of law]
2. To provide general legal input as allocated (for example research, checking) in support of the work of the [Section]
3. To act on behalf of Council where appropriate – this may be by way of having conduct of processes, conducting routine negotiations, providing information etc.
4. To provide functional support to the [Section] for example file administration, information processing, statutory notification procedures, arranging meetings and transaction close arrangements

Is this post classified as politically restricted, as in the Local Government and Housing Act 1989, either

- a) because of its salary level? , or Yes No
- b) because the post holder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? Yes No

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? Yes No