



Person specification			
Post title	LEGAL ASSISTANT (PROPERTY SEARCHES)	Grade	H (SCP 23 to SCP 25)
Service Area	LEGAL SERVICES	Section/team	CORPORATE SERVICES

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	To have relevant experience of handling a caseload of Land Charges including replying to applications for Official Searches, maintaining records, researching and compiling historical information, as well as a thorough working knowledge of associated primary and secondary legislation (in particular but not limited to the Local Land Charges Act 1975 and such other work areas as may be dealt with by the Legal Services' Land and Property Team but also to other areas of corporate services	Essential	A I
S2	Knowledge and/or experience of local government law and practice would be an advantage	Desirable	A I
S3	Knowledge and/or experience of handling a caseload of Official Searches in the Land Charges Register	Essential	A I
S4	General administrative experience within a busy office environment	Essential	I, AC, P
S5	The ability to be articulate and accurate in relation to legal issues	Essential	A I P
S6	The ability to carry out research on a variety of legal issues	Essential	I P
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	I

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P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people	Essential	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	I
P5	The ability to deliver accurate and competent work	Essential	A I
P6	To be able to demonstrate a commitment to working to consistently high standards and in a flexible and responsive manner, whether individually or as a member of a team	Essential	A I
P7	To have a high degree of flexibility, with the ability to prioritise workloads, often to tight deadlines, and to work with different fee earners	Essential	A I
P8	To support, appreciate and value the contribution of others	Essential	A I
P9	To be hardworking, courteous and co-operative	Essential	A I
P10	To possess a high level of interpersonal skills	Essential	I
P11	The ability to understand a case management system and provide support for and recommend changes in practices and procedures in order to develop that system to its full potential.	Essential	A I
P12	Ability to embrace the values of Knowsley Metropolitan Borough Council	Essential	I
P13	To be aware of equal opportunities issues and have the ability to work in a non-discriminatory way	Essential	A I
P14	To demonstrate a commitment to improving our services	Essential	A I
P15	To demonstrate a commitment to continuous learning and development	Essential	A I
Communication			
C1	Excellent oral and written communication skills	Essential	I P
C2	To demonstrate an ability to communicate in an open and honest manner	Essential	A I
Qualifications			

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Q1	A good standard of general education, including English Language GCSE or equivalent	Essential	C
Q2	ICT literate/ Microsoft Office skills	Essential	A I C
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities	Essential	A I
H2	Ability to use equipment as instructed and trained	Essential	A I
H3	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
17.1.23	Mike Dearing	Head of Legal Services

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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