

## Paralegal - Civil Court Practice

Reference No.	A4806	Type	Individual
Service	Legal Services		
Job Family		Grade	FC 5

### Purpose

To work with qualified litigation Solicitors in the provision of comprehensive administration and support for civil court work.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>To provide support on all aspects of civil court work, supporting key operational legal activities. This includes:</p> <ul style="list-style-type: none"> <li>• Understanding and applying the working practices and systems within the Legal Team.</li> <li>• Creation of case files.</li> <li>• Informing client Service of relevant case personnel.</li> <li>• Maintaining court diaries and reminder system.</li> <li>• Ensuring all files, paper and electronic, are current and complete.</li> <li>• Filing papers on behalf of Solicitors.</li> <li>• Making and receiving phone calls and video calls e.g. Microsoft Teams.</li> <li>• Replying to correspondence by post and by email, ensuring appropriate logging.</li> </ul>	60%	<p>A minimum of four National 5s or equivalent, which must include English and Mathematics.</p> <p>HNC in Legal Studies, or equivalent</p> <p>HND in Legal Services or CLT Civil Court Practice or other relevant qualification</p> <p>Experience of working in an office environment.</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

# Role Profile

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Undertake developmental activities and studies to build own caseload.	5%			
Deal with miscellaneous enquiries relating to the functions of the Litigation Team including keeping client services up to date on the progress of their case.	5%	Ability to communicate effectively with people at all levels  Good oral and written communication skills	✓  ✓	
Assist in the development of styles and processes within Case Management systems including Visual Files and Microsoft Teams.	5%	Competent in use of technology and software, including MS Office packages  Understand and apply the principles of data protection  Ability to work as part of team	✓  ✓  ✓	
Under the supervision of a Solicitor deal with routine Adults with Incapacity cases such as applications to renew guardianship orders, or intervention orders. Undertake similar work on permanence cases. Draft applications, citations and certificates of service.	5%	Ability to prioritise workloads and meet deadlines  Ability to work under pressure	✓  ✓	
Support conduct of the heritable court by preparing and checking pro forma instructions before passing to solicitors	5%	Ability to work as part of a team	✓	
Assist with the preparation of Inventories of Productions including redacting, marking, numbering, paginating and copying productions and lodging them in court.	5%	Organisational skills  Attention to detail for completeness and accuracy	✓  ✓	
Carry out legal research and present information in a clear and concise manner.	5%	Ability to develop understanding of the law and principles underlying the work being carried out.	✓	

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		An interest and enthusiasm in working within a legal environment  Understanding of legal resources such as Westlaw or Lexis Nexis	✓	✓
Undertake other legal work under supervision of and assigned by solicitors depending on the needs of the Service. This includes: <ul style="list-style-type: none"> <li>• Attending meetings, hearings and committees and take notes.</li> <li>• Taking witness statements.</li> <li>• Collecting and organising evidence and other important papers for Solicitors to review.</li> <li>• Arranging meetings with client services, witnesses, and other solicitors or Advocates.</li> </ul>	5%	Flexible and adaptable approach to work  Ability to use initiative  Ability to provide a regular and effective service	✓  ✓  ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
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<b>JOB TITLE (of Specialist tasks)</b>				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p> <p><b>Standard Disclosure check from Disclosure Scotland is required.</b></p>	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>