



Role Profile

Legal Services Assistant

Reference No.	A4791	Type	Individual
Service	Legal Services		
Job Family	Admin & Clerical 4	Grade	FC4

Purpose

To provide specialist legal support covering functions relating to conveyancing, contracts, planning, litigation and debt recovery.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

- Providing a comprehensive specialised legal support service including:
- Fife wide provision of road traffic orders
 - Administration of contracts/adaptation grants/road bonds/tree preservation orders
 - Ensuring all debt recovery actions are processed in accordance with relevant legislation/ensuring timescales or performance measures applied in respect of the actions are met
 - Land/Property searches
 - Preparation/Registration of Securities in favour of the Council

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Experience of working in an office environment

✓

Educated to a Minimum of SCQF Level 5, which includes National 5 or Standard Grades, O Grades, Intermediate 2 or equivalent

✓

Customer Service Professional Qualification

✓

Working knowledge of a range of office services and procedures

✓

Case management experience

✓

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> • Issue of Notices to quit/rent reviews etc • Establishing Deferred Payment Agreements • Administration of FOI/DPA Reviews • Maintenance of the Council's Titles • Drafting Court documents • Maintaining a record of the use of the Council's Official Seal 	<p>Experience of working quickly and accurately under pressure – attention to detail</p> <p>Knowledge and understanding of legal processes and relevant legislation</p> <p>Working knowledge of Fife Council systems</p> <p>Experience within Local Government</p> <p>IT skills</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Following and processing workflow and preparation of legal documents and correspondence required in connection with road traffic orders, securities, contracts, notices to quit/rent review, debt recovery, FOI/DPA reviews, adaptation grants, deferred payment agreements, guardianship/permanence orders etc.</p>	<p>Ability to respect and maintain confidentiality</p> <p>Ability to work effectively while under pressure</p> <p>Taking a proactive approach to managing own workload</p> <p>Prioritisation Skills</p> <p>Ability to produce high quality written work</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>To assess the accuracy of information submitted and exercise judgement; including the accuracy of legal documentations being prepared and delivered by the service</p>	<p>Experience of carrying out assessment of information submitted</p> <p>Attention to detail in the preparation of court and legal documentation</p>	<p>✓</p>	<p>✓</p>
<p>To develop strong, effective working relationships with colleagues in various services and external agencies</p>	<p>Ability to communicate effectively with people at all levels, both internal and external</p> <p>Well-developed communication and interpersonal skills</p>	<p>✓</p> <p>✓</p>	

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Liaising with and providing advice to colleagues in various services and external agencies on related matters	Ability to interpret and understand and advise client services and/or customers on relevant policy, procedures, regulations and legislation		✓
Prepare and arrange effective service of legal and court documents including the preparation of court papers and court instructions timeously for Solicitors attending court	Team working Organisational skills Ability to work to under pressure, multi-task and meet agreed deadlines Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands	✓ ✓ ✓	✓
Carrying out ownership and title deed searches through SCOTLIS, Land Registry, Sasine Register and Registers of Scotland and requesting copy titles	Knowledge and understanding of property ownership and the effect of registered securities		✓
Maintaining the Council's Titles Room and Law Library and maintaining a record of the use of the Council's Official Seal to ensure accurate and relevant details are recorded and retained when the Seal is applied to any documentation	Knowledge of information retention policies		✓
Handling telephone calls, emails and visits from the public	Customer Service/Care Skills Communication skills, both oral and written	✓ ✓	
To assist in the development and revision of new administrative processes to support the delivery of the debt recovery function including the development of electronic digital service delivery	Knowledge of implementing changes in processes and procedures Experience of creating, formatting and updating documents		✓ ✓
Taking responsibility for accuracy of own workload ensuring it is processed within set timescales and the correct decision applied in accordance with the legislation	Taking a proactive approach to managing own workload and prioritise cases		✓

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	Ability to respect and maintain confidentiality	✓	
Carrying out all work in accordance with agreed standards, guidance and procedures	Ability to understand and interpret the Council's structure, policies and application legislation		✓
To carry out such other duties as may be allocated from time to time by the Lead Officer (Legal Services)	Ability to provide a consistent and highly effective service	✓	
	Ability to work on own initiative and as part of a team	✓	

Undertaking all other duties as required for the role. Duties will be in line with the grade.

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: 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.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.