

POST OUTLINE

LEGAL OFFICER – EDUCATION, EMPLOYMENT & PROSECUTIONS TEAM

Grade:

Date created: July 2024

Reviewed:

About the Job:

A Legal Officer within Legal Services Lincolnshire is expected to provide a high quality, responsive and cost-effective support to the Lawyers within the team.

The nature of the work is often fast paced and will require the candidate to be able to prioritise workloads under supervision, ensuring that tasks are completed within the legal timeframes.

The ideal candidate will possess a good level of skill and expertise from within an office environment, good customer service and inter-personal skills and be confident in the use of various computer applications.

The successful candidate will be required to be flexible, customer focused, a team player and able to apply skills innovatively and proactively. Good levels of IT ability and confidence are essential.

Specific Duties include:

- Ensuring new appeals received are recorded on Legal's central register and the relevant dates are added to Lawyer's diaries.
- Ensuring the central register is accurately maintained throughout the progress of an appeal including recording outcomes.
- Obtaining appeal documentation and evidence
- Maintaining the case management file in good order
- Preparing bundles for final hearings
- Providing general assistance to all lawyers within the team when required.

Special Conditions:

Ability to work flexibly and, on occasions, beyond the normal contracted hours in order to meet the business needs of the service.