

Employment Paralegal

Person Specification

FACTORS			CRITERIA	MEANS OF ASSESSMENT		
				Application	Reference	Interview
Education and Professional Qualifications	Essential	A	A1. Law Degree or similar equivalent	x		
				x		
	Desirable	B	Studying/completed LPC or Cilex equivalent			
Experience/ Training	Essential	C	C1. Demonstrable evidence of experience in a team.	x		x
			C2. Office working Experience.	x		
	Desirable	D	D1. Experience working in private practice	x		x
			D2. Used to working to targets	x		x
Specific aptitude and abilities	Essential	E	E1. Well organised	x		x
			E2. Able to work to deadlines			x
			E3. Client / service focused			x
	Desirable	F	~			
Interpersonal skills	Essential	G	G1. Good people skills and able to earn respect from others		x	x
			G2. Able to use own initiative			x
			G3. Team player - able and willing to help and support colleagues		x	x
Special factors	Essential	I	I1. Enthusiastic	x		x
			I2. Own transport and valid driving licence		x	x
			I3. A flexible approach to work		x	x
	Desirable	J	~			