

Residential Conveyancing Paralegal

Person Specification

FACTORS			CRITERIA	MEANS OF ASSESSMENT		
				Application	Reference	Interview
Education and Professional Qualifications	Essential	A	A1. GCSE or equivalent qualification in Mathematics and English at Grade C or above	x		
	Desirable	B	A legal qualification or working towards	x		
Experience/ Training	Essential	C	C1. Conveyancing secretarial training or equivalent experience (2 years +)	x		x
			C2. Experience/knowledge of residential property transactions.	x		x
			C3. Experience in dealing with clients/customers and third parties via phone, in person, email and letter.			
			C4. Experience of case management systems			
Specific aptitude and abilities	Essential	E	E1. High level of accuracy particularly when working under pressure.	X		x
			E2. Completer/finisher – sees tasks through to the end.	x		x
			E2. Ability to multi-task in a busy environment and respond effectively to changing demands.	x		x
			E3. Good IT skills.	x		x
			E4. Team player.			
	Desirable	F	F1. Professional and confident manner.	x		x
			F2. Ability to use case management systems	x		x
Interpersonal skills	Essential	G	G1. Good people skills and team player	x		x
			G2. Well organised	x		x

Special factors	Essential	I	11. Enthusiastic	x		x
			12. A flexible approach to work	x		x
			13. Own transport	x		x