

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

PERSON SPECIFICATION

TRAINEE SOLICITOR/CHARTERED LEGAL EXECUTIVE

SKILLS	KNOWLEDGE	ATTAINMENT	ATTITUDE
ESSENTIAL	ESSENTIAL	ESSENTIAL	ESSENTIAL
<p>Good oral and written communication skills</p> <p>Effective advocacy/ presentation skills.</p> <p>Good organisational skills.</p> <p>Good analytical and research skills.</p> <p>Ability to prioritise and manage own work.</p> <p>Ability to work to constant and moving deadlines.</p> <p>Ability to use own initiative.</p>	<p>Proficient in administrative tasks and drafting forms/reports etc.</p> <p>Computer literate.</p> <p>Legal knowledge including the following areas:</p> <ul style="list-style-type: none"> - conveyancing / leasing - Planning obligations - Civil & criminal litigation - Contracts 	<p>Educated to 'A' Level Standard or equivalent.</p> <p>Good standard of general education.</p>	<p>Flexible Approach</p> <p>Customer focused and committed to provision of quality service.</p> <p>Able to work in a team.</p> <p>Self motivated.</p> <p>Commitment to equal opportunities.</p> <p>Commitment to the principles of data protection and confidentiality.</p>
DESIRABLE	DESIRABLE	DESIRABLE	DESIRABLE
	<p>Experience of the operation of quality accreditation systems: under Charter Mark / LEXCEL</p>	<p>Member of the Chartered Institute of Legal Executives/ Associate.</p> <p>Degree or equivalent, or having successfully passed the Law Society's Legal Practice course.</p> <p>Experience in working in a legal environment – ideally in Local government.</p> <p>Driving Licence</p>	