

## PERSON SPECIFICATION – Personal Assistant

Criteria	Essential	Desirable	How Assessed
Qualifications/Training	<ul style="list-style-type: none"> <li>• Fast and accurate typist</li> <li>• Good levels of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised typing or word processing qualification to level 2</li> <li>• Level 2 literacy and numeracy qualification</li> <li>• Recognised Microsoft Office qualification</li> </ul>	C.V. Cover Letter
Experience	<ul style="list-style-type: none"> <li>• High secretarial and administrative standards</li> <li>• Good telephone manner</li> </ul>	<ul style="list-style-type: none"> <li>• Broad based experience of working in a secretarial/personal assistant post within a legal environment</li> <li>• Experience working in criminal law</li> </ul>	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> <li>• Ability to use computer packages to a good standard</li> <li>• Ability to produce accurate work to tight deadlines under pressure and respond to crises</li> <li>• Personal work planning and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of our ethos</li> <li>• Active interest in what we do and how we do it</li> </ul>	C.V. Interview

	<ul style="list-style-type: none"> <li>• Good command of written &amp; oral English</li> <li>• Ability to communicate clearly orally and in writing</li> <li>• Good interpersonal skills</li> <li>• Ability to work on own initiative identifying problems and attain solutions</li> <li>• Ability to work in a team</li> </ul>		
Aptitude/Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to interface effectively with clients</li> <li>• Flexible approach to working conditions and working environment</li> <li>• Honesty, tolerance, common sense and sense of humour</li> <li>• Enthusiasm for embracing change</li> <li>• Willing to undertake job related training</li> </ul>		C.V. Interview