

## PERSON SPECIFICATION – Paralegal (Family)

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Qualifications	<ul style="list-style-type: none"> <li>• A-Level qualifications or equivalent</li> <li>• Good levels of literacy and numeracy</li> <li>• Ability to use computer packages</li> </ul>	<ul style="list-style-type: none"> <li>• Law Degree</li> <li>• Family elective/training</li> <li>• Other relevant achievements/Qualifications</li> </ul>	C.V. Certificates
Experience	<ul style="list-style-type: none"> <li>• Appropriate work experience/voluntary work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in family law</li> <li>• Experience of working in a law firm</li> </ul>	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> <li>• Good command of written &amp; oral English</li> <li>• Ability to produce accurate work to tight deadlines under pressure.</li> <li>• Personal work planning and organisational skills</li> <li>• Ability to communicate clearly orally and in writing</li> <li>• Ability to work on own initiative</li> <li>• Effective use of IT</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of our ethos</li> <li>• Commitment to publicly funded work and serving the community</li> <li>• Active interest in what we do and how we do it</li> <li>• Experience of working in a similar environment</li> </ul>	C.V. Interview

Aptitude/Personal Qualities	<ul style="list-style-type: none"><li>• Flexible approach to working conditions and working environment</li><li>• Honesty, tolerance, common sense, energy and sense of humour</li><li>• Enthusiasm for embracing the new and unfamiliar</li></ul>		C.V. Interview
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