

PERSON SPECIFICATION – Paralegal (Family)

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

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