

PERSON SPECIFICATION

Office and Team:	Leeds - PI
Job Title and Grade:	Executive Support Assistant – Grade 2
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Good IT skills.</p> <p>Ability to produce stock letters, forms and documents for clients, defendants, third parties, the court, extracting the information required from the case file.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Takes proactive steps to assist with case management as appropriate.</p> <p>Excellent organisational and time management skills.</p> <p>Good Interpersonal /Communication skills.</p> <p>Good client care skills.</p> <p>Ability to work flexibly and cooperatively with others.</p> <p>Competent in use of Microsoft office.</p>	<p>Experience of electronic case management systems.</p>

Specification	Essential	Desirable
Experience	Technical and administrative experience gained in a legal environment.	Employment rights/ Personal Injury/Criminal law secretarial experience.
Relevant education/ training	Proven ability in literacy and numeracy.	Typing Qualification. Formal secretarial training.
Other requirements	Enthusiastic attitude and approach to work. Reliable and dependable. Client focussed approach. Adaptable to change.	Empathy with the TU movement.