

JOB SPECIFICATION

GRADE: Legal Assistant/Paralegal

DEPARTMENT: Government Law Offices (Office of Criminal Prosecution & Litigation)

RESPONSIBLE TO: Crown Counsel / Attorney General

JOB PROFILE:

The Paralegal will work alongside the Lawyers and be performing a wide range of paralegal duties, including:

- administering and organising pre-charge advice system
- liaison with Law Enforcement Agencies
- assisting with the conduct of MLA's and other forms of international cooperation
- conducting research
- preparing, drafting legal documents
- gathering and preparing statistical information
- assistance with witnesses
- filing documents in court
- organising and administering case files
- coordination with law enforcement bodies
- general administrative duties

PERSON SPECIFICATION – LEGAL ASSISTANT/PARALEGAL

GOVERNMENT LAW OFFICES – OFFICE OF CRIMINAL PROSECUTION & LITIGATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<ul style="list-style-type: none">- A law degree;- Postgraduate paralegal diploma- a foundation degree or award in law/paralegal practice; oran equivalent qualification.	
Experience:	The Legal Assistant/Paralegal must have a good understanding of the law and legal system, and have good administration skills	
Knowledge:	Demonstrate and have a particular interest and knowledge of the field of criminal law	
Key Skills and Behaviours:	<p>Demonstrate strong intellectual ability.</p> <p>Approach and analyse a wide range of paralegal issues.</p> <p>Have excellent communication skills.</p> <p>Exercise good time management.</p> <p>Be able to prioritise work, and work under pressure.</p> <p>Display initiative.</p> <p>Be an excellent team player</p> <p>Be computer literate</p> <p>Display excellent administrative and organisational skills</p>	Bilingual in English and Spanish.