

**PERSON SPECIFICATION**

<b>Post:</b>		
Junior Paralegal		
<b>Department:</b>		
Litigation		
<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational attainment</b>	A level qualifications or equivalent	Educated to degree level LPC graduate Cilex level 3
<b>Knowledge required</b>	Working knowledge of using Windows, Microsoft Office, Powerpoint, Outlook and case management systems  Good knowledge of civil procedure rules.	Knowledge of Law Society guidelines.  Knowledge of Lexcel practice management standard  Knowledge of legal aid contracting. Knowledge of police complaints and/or inquests.

<b>Experience required</b>	<p>Experience of conducting own caseload</p> <p>Experience of working in a in litigation team / department.</p>	<p>Experience of marketing</p> <p>Experience of making applications for legal aid and using CCMS</p>
<b>Skills and aptitudes required</b>	<p>Excellent oral and written communication skills</p> <p>Good attention to detail</p> <p>Commitment to professional development</p> <p>Good prioritisation and time management skills</p> <p>Excellent client care</p>	
<b>Personal qualities required</b>	<p>Actively engages with others to build relationships and adapts personal style accordingly</p> <p>Ability to work calmly under pressure</p> <p>Willingness to work in a team</p> <p>Motivation to join and promote Howells LLP</p>	<p>A commitment to publicly funded work.</p>