

PERSON SPECIFICATION – Personal Assistant

| Criteria | Essential | Desirable | How Assessed |
|----------------------------|---|--|----------------------|
| Qualifications/Training | <ul style="list-style-type: none"> • Fast and accurate typist • Good levels of literacy and numeracy | <ul style="list-style-type: none"> • Recognised typing or word processing qualification to level 2 • Level 2 literacy and numeracy qualification • Recognised Microsoft Office qualification | C.V. Cover Letter |
| Experience | <ul style="list-style-type: none"> • High secretarial and administrative standards • Good telephone manner | <ul style="list-style-type: none"> • Broad based experience of working in a secretarial/personal assistant post within a legal environment • Experience working in court of protection law • Experience of working with Legal Aid | C.V. Interview |
| Skills/Abilities/Knowledge | <ul style="list-style-type: none"> • Ability to use computer packages to a good standard • Ability to produce accurate work to tight deadlines under pressure and respond to crises | <ul style="list-style-type: none"> • Knowledge and understanding of our ethos • Active interest in what we do and how we do it | C.V. Interview |

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| | <ul style="list-style-type: none"> • Personal work planning and organisational skills • Good command of written & oral English • Ability to communicate clearly orally and in writing • Good interpersonal skills • Ability to work on own initiative identifying problems and attain solutions • Ability to work in a team | | |
| Aptitude/Personal Qualities | <ul style="list-style-type: none"> • Ability to interface effectively with clients • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense and sense of humour • Enthusiasm for embracing change • Willing to undertake job related training | | C.V. Interview |