

PERSON SPECIFICATION – Paralegal (Immigration)

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 • Immigration 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 immigration law • 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 • Effective use of IT 	<ul style="list-style-type: none"> • Knowledge and understanding of our ethos • Active interest in what we do and how we do it • Experience of working in a similar environment 	C.V. Interview

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
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