

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 and/or mental health 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 	<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

	<p>pressure and respond to crises</p> <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