

MONMOUTHSHIRE COUNTY COUNCIL

JOB DESCRIPTION

POST TITLE:	Legal Assistant
GRADE:	Band H (SCP 33 – 37)
RESPONSIBLE TO:	MONITORING OFFICER AND HEAD OF LEGAL SERVICES

MAIN PURPOSE

- To assist as appropriate the Head of Legal Services in the preparation of legal advice to the Council, its members and directorates across the whole range of its functions.

KEY RESPONSIBILITIES

- To advise the council on rights of way, draft rights of way orders and agreements, and deal with related legal queries generated by the Countryside section including drafting tree preservation orders.
- To open tenders and prepare contractual documentation.
- To draft road traffic regulation orders, highway agreements and advise generally on highway law.
- To act as legal adviser to the independent school admission appeals panel.
- To advise the council on debt recovery and draft related court applications.
- To maintain a personal awareness of legislative and case law developments which would or could impact upon client directorates' services, update client directorates as appropriate and to prepare briefing papers and/or training upon such developments.
- To be responsible for the day to day organisation of personal workload.
- The post holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility and/or additional expertise, then the post may be re-assessed.
- To advise on all matters as directed by the Monitoring Officer and Head of Legal Services.

