

Legal and Business Administration vacancies

We have several vacancies for highly motivated, positive individuals who want a role in a dynamic and challenging office. We have many exciting opportunities and want to hear from you!

All these vacancies are a great opportunity to work in a professional office alongside legal professionals and other administrative staff. They could suit someone who wants to get a foot-in-the-door in a legal environment, maybe school /college/university leavers, or perhaps someone who is wanting to return to the office after a career break.

Would you like the following?

- ✓ work in a multi-million-pound organisation
- ✓ competitive rates of pay and progression
- ✓ up to 30 days' leave plus bank holidays
- ✓ excellent career prospects
- ✓ staff discount scheme
- ✓ access to a range of activities to support wellbeing

Can you offer the following in return?

- ability to learn at a quick speed
- stamina to work in a fast-paced environment
- an adaptable employee that can work to deadlines
- able to use your own initiative
- excellent attention to detail and confidentiality
- tenacity and integrity

If so, we would like you to apply for one (or more) of the following vacancies overleaf.

We offer excellent career progression opportunities – some of our administrative staff have gone on to train with us as Senior Paralegals, Legal Executives or even Solicitors.

Lewis Bradbury – started as an Apprentice Paralegal and now training to become a Solicitor

I started working for Oxfordshire County Council as a Paralegal Apprentice in October 2017. I am currently 1 year and 6 months into my 2-year apprenticeship with the council and have now been offered a contract for a further 5 years of employment with the next stage of the apprenticeship. Oxfordshire County Council are an excellent employer to work for, they have supported me throughout the whole apprenticeship and guided me to develop as a professional whilst completing the academic side of the apprenticeship. OCC support their apprentices both in the workplace and through the academic assessments externally. Whilst I am developing as a legal professional in the workplace, my team are also supporting me through my qualifications at a professional university.

Barbara Fothergill – started as a Legal Secretary and now a Legal Assistant

I secured a temporary 3-month contract as a Legal Secretary through an Oxford town centre agency. I had a background as a Legal Secretary/Practice Manager but had been out of the legal environment for a few years due to bringing up a family. I wanted to get back into legal work and the temporary contract gave me the opportunity to see if that was what I really wanted to do again, and also if I fitted in and whether Legal Services wanted me to work for them longer term. I never looked back. I was offered a permanent Legal Secretary position supporting the Environmental/Contracts/Conveyancing Teams, which I held for 2 years. Then following a re-organisation of the service, a promotion opportunity arose to work as a Legal Assistant in the Litigation Team. I was successful at interview and have been working for that team as a fee earner now for nearly 2 years and am thoroughly enjoying the challenges the role brings.

Senior Paralegal / Legal Officer (Environment & Conveyancing). Salary: £30,507 to £32,878.

Senior Paralegal support to Principal Solicitor including:

- case management, drafting and editing of legal documents, preparing correspondence, proof reading, and dealing with enquiries
- handling own personal caseload and cover for other fee-earners where necessary, and charge for this work.
- performing high-level legal research, identify relevant judicial decisions, statutes, legal articles and other pertinent materials.
- creating and processing documents, liaising with clients, carrying out research, case management

This post may have a delayed appointment and may not start until the middle/end of Summer 2019, but we would still like to hear from interested candidates now!

Legal Secretary / Support Officer (Childcare). Salary: £22,021 to £23,836. Two posts.

To provide secretarial and administrative support to the Childcare Team who undertake a range of legal work relating to public care proceedings, private family law proceedings, and general child protection matters. This will include:

- preparation of court documents and associated papers
- copy-typing and audio-typing
- all secretarial and administrative duties, including copying, filing, phone calls.
- liaising with client departments, the court, private practice, solicitors and barristers.

Legal Administrator Advanced Apprentice. Salary: £17,711 to £18,795 plus all training paid for. Fixed term for 18 months.

Want to start a career in Business or Legal administration and gain a nationally recognised legal qualification at the same time?

Working alongside our experienced Legal Secretaries you will learn how to:

- provide efficient administrative support including preparation of documents
- receive and make telephone calls on behalf of the team
- liaise with the clients and customers and assist in the archiving of files.

Paralegal Apprentice (Childcare).

Salary: £17,711 to £19,554 plus all training paid for. Fixed term for 2 years. Two posts.

Daunted by the cost of higher education?

University not for you? Our Paralegal

Apprenticeship offer an alternative route into the legal profession and are a great way of kick-starting your future in Law.

You will have the opportunity to work alongside our experienced Solicitors and Barristers in the Childcare Legal Team and undertake a Certificate of Higher Education (Legal Services).

The role of a Paralegal Apprentice will involve a variety of duties and responsibilities, and every day will be different. You will support our Solicitors to produce legal documents, carry out accurate research, and attend Court hearings and meetings.

Start in the next academic year - August/September 2019

Legal Secretary / Support Officer (Conveyancing, Environment & Contracts). Salary: £22,021 to £23,836.

To provide comprehensive and efficient secretarial and administrative support to the Conveyancing, Environment & Contracts Teams. Including:

- preparation of court documents and associated papers
- copy-typing and audio-typing
- all secretarial and administrative duties, including copying, filing, phone calls.
- liaising with client departments, the court, private practice, solicitors and barristers.

Legal Administrator (Environment & Office Management). Salary: £19,945 to £22,021.

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To provide efficient administrative support including:

- preparation of documents (paginating and photocopying)
- all admin duties including printing and scanning
- receive and make telephone calls on behalf of the team
- liaising with the clients and customers.
- assist in the archiving / retrieval of files
- to support and work with the Office Manager

For more information, or to arrange an informal discussion with the recruiting manager, please contact: Chris Doran (PA to the Director of Law & Governance), chris.doran@oxfordshire.gov.uk / 01865 323950 Or apply online at www.oxfordshire.gov.uk/legaljobs