



Church of Ireland

Representative Church Body

LEGAL SECRETARY/ASSISTANT

Job Description

Position: Legal Secretary/Assistant

Reporting to: Senior Solicitor

Job Summary

To undertake the duties and responsibilities of a Legal Secretary/Assistant within the Legal Department of the Representative Church Body.

Duties/responsibilities to include:

- Producing accurate documents (letters, faxes, memoranda, attendances etc) from dictation generated on a digital dictation system or from written drafts.
- Creating, editing and formatting legal documents/templates using dictated or written instructions, in accordance with office styles.
- Handling daily correspondence, managing telephone calls/email enquiries and taking accurate messages.
- Maintaining an efficient filing system for both electronic and hard copy files on a daily basis, in accordance with filing procedures.
- Scheduling title documents, closing and archiving files, in accordance with office procedures.
- Preparing Land Registry registrations, briefs for Counsel and closing documentation, in accordance with instructions.
- Assisting with practical arrangements in relation to meetings.
- General office administration and support as required, including photocopying, printing and binding documents.
- Dealing discreetly with all tasks and activities in a professional and confidential manner, ensuring attention to detail.
- Any other matters falling within the scope of the job title as may be assigned from time to time.



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Person Specification

Factor	Essential requirements	Desirable requirements
Experience	Experience of working in a solicitor's office or other legal environment	Expertise in handling different stages in conveyancing transactions Experience of producing deeds or other legal documents Experience of supporting two or more solicitors, balancing differing priorities
Knowledge / Skills	High level of competence working with MS Office 2010 eg <i>Word, Excel, Outlook</i> Fast, accurate digital dictation typing skills Good verbal and written communication skills	Proficiency in managing track changes to electronic documents Knowledge of current Land Registry procedures, including ordering copy instruments and lodging applications Experience of e-stamping
Attributes	Calm and logical approach in prioritising and organising workload Strong attention to detail in all tasks Proactive, with a positive 'can do' attitude and an ability to use initiative Ability to maintain confidentiality at all times	

The Representative Church Body reserves the right to enhance these criteria for the purposes of shortlisting. Any enhancements to the criteria will be applied equally to all candidates.



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Terms and Conditions of Appointment

Remuneration: Remuneration and benefits will be competitive with market rates and will also reflect the experience/qualifications of the successful candidate.

Office: Based in Church of Ireland House, Church Avenue, Rathmines, Dublin 6.

Hours of work: Full time (core 35 hour week).

Probationary period: There will be a probationary period of six months, which may be extended at the discretion of the Representative Church Body.

Additional Development: The appointee will be expected to undertake appropriate training as required.

Representative Church Body

The Representative Church Body ('the RCB') is the corporate trustee for the Church of Ireland.

The RCB was incorporated under the terms of the Irish Church Act, 1869 and holds the majority of churches, other parish buildings and lands in trust for Church of Ireland parishes in the Republic of Ireland and Northern Ireland. In addition to holding buildings/lands, the RCB is also the principal trustee for the financial investments of the Church of Ireland.

The Legal Department comprises three solicitors who undertake the legal work arising from the RCB's role as trustee of parish assets, as well as providing a range of legal advice and support required by central Church bodies.

The RCB's main offices are located at Church of Ireland House, Church Avenue, Rathmines, Dublin, which serves as the administrative headquarters for the Church. The RCB employs over thirty five staff who administer the activities of the RCB and other central Church bodies. In addition to the Legal Department, other areas include Finance, Investments, Property & Trusts, Synod & Communications, Education, Pensions and IT.

Church of Ireland House is located at the southern end of Rathmines in Dublin 6, off Church Avenue and adjacent to Holy Trinity Church, Rathmines. The offices provide excellent working conditions with on-site parking, canteen facilities and easy access to Luas trams at Beechwood, and to Dublin Bus services in Rathmines.

Application

Application should be made using the application form supplied, to include the names and addresses of two referees. Referees will only be contacted following prior notice to an applicant. The deadline for receipt of completed applications is 5.00pm on Friday 20 February 2015.