Local Land Charges Assistant

Reports to: Solicitor/Barrister/Property Lawyer Team Manager
Direct reports: None
Evaluation: **410** points
Grade: **N4**
Reference: **A5420**

Purpose

To deal with the processing of all types of local land charges searches including official searches. Including registering local land charges and dealing with various queries.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To prepare and process Local Land Charge searches, including official searches.
2. To register Local Land Charges, Common Land and Village Green applications in accordance with relevant legislation.
3. To provide advice and guidance to staff assigned to support the Local Land Charges Team.
4. To ensure all appropriate fees are paid and/or received in accordance with Financial Regulations.
5. To prepare appropriate documentation and correspondence.
6. To deal with enquiries.

7. To keep an up to date working knowledge of legislation regarding Local Land Charges and related matters.

8. To support the Local Land Charges Officer as and when directed.

9. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

10. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.