

Local Land Charges Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. ILEX level 2 qualification or law degree or non-law degree and post-graduate law qualification or relevant experience in a legal environment.
2. Experience in the use of ICT systems (preferably Word, Outlook) and Land Charge IT systems
3. A working knowledge of the Local Land Charge process
4. Experience in processing Local Land Charge search applications
5. Experience in registering Local Land Charges
6. Strong time management skills to meet deadlines and prioritise work at pace.
7. Strong attention to detail skills
8. Able to work accurately as part of a team and autonomously

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?