



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Legal Assistant

Cork City Council

Closing Date: 4.00pm, 24th July 2026

To be read in conjunction with
Our Candidate Information Booklet

BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the National Planning Framework (NPF). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €325 million for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Legal Assistant, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of Legal Assistant may be filled.

THE ROLE

The role of Legal Assistant may involve working in some or all of the following key service areas:

- Conveyancing to include Leases, Disposals, Affordable Housing Scheme, Title Rectifications, registering charges, removal of burdens
- Litigation to include debt collection proceedings, housing related matters, planning enforcement, prosecutions relating to Parking Offences, Litter Offences, Waste Management Offences, Street Bye-Laws Offences, Street Furniture Offences.

Working under the supervision of Senior Staff Officer, the successful candidate must demonstrate knowledge, skills and competencies in the following areas:

- Communicating and liaising effectively with colleagues, line managers and customers in relation to any matter.
- Developing and maintaining productive relationships with a wide range of stakeholders including colleagues, external agencies and public representatives.
- Identifying and delivering improvements in service delivery with appropriate use of performance indicators.
- Undertake any other duties of a similar nature and responsibility, as may be required, or assigned from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

1. **Character**

Each candidate must be of good character.

2. **Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Education, Training, Experience, etc.**

Each candidate must, on the latest date for receipt of completed application forms –

(a) Have attained a good standard of general education; and

(b) Have at least three years' experience as a Clerk in a solicitor's office in litigation, conveyancing or other legal work.

Desirable Skills:

- An ability to demonstrate competence in the following areas –
 - Deliver Quality Work and Services
 - Communicate Effectively
 - Identify problems and contribute to solutions
- Legal Knowledge: An understanding of Irish legal terminology, court structures, and procedures. A legal qualification is not required but would be an advantage.
- Relevant Experience: Have substantial demonstrable work experience in a legal environment with an emphasis on conveyancing or litigation or have substantial demonstrable work experience in a regulatory environment
- Operational Skills: Exceptional organizational abilities, sharp attention to detail, and a proven track record of meeting strict deadlines.
- Core Competencies: Excellent communication, multitasking, time management, and collaborative teamwork skills.

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Delivering Results - Delivery Quality Work and Services

Sets and implements high standards of service delivery and closely monitors quality of activities and takes initiatives to improve work processes over time.

- Sets out clear standards for the quality of all main work areas.
- Demonstrates strong customer service ethic, with both internal and external customers.
- Intervenes immediately and decisively where there is a problem with service quality.
- Organises the delivery of services to meet or exceed the required standard while managing resources effectively.
- Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in public service delivery.

Communicating Effectively

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Good communicator with the ability to develop and maintain good working relationships.
- Ability to give and receive information accurately and clearly and ability to take instruction.
- Demonstrates good written and verbal skills when required and has good interpersonal skills.
- Strong ability to deal with the public.
- Identifies and manages conflict and potential sources of conflict.

Identifying Problems and Contributing to Solutions

Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions. Makes decisions in a timely, clear, and well-informed way.

- Analyses issues in a logical and rational manner considering all relevant information, policies, and procedures including legislation.
- Shows good judgment and balanced decision-making.
- When evaluating a complex issue, considers a range of factors beyond the immediate situation.
- Has the conviction to make and stand over decisions based on limited information, where necessary.
- Is solution focused.

Salary

The salary scale for the post is:

€52,761, €54,337, €55,946, €57,589, €59,244, €61,173 (LSI1), €63,109 (LSI2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Please consult our Candidate Information Booklet where further information on Garda Vetting can be found.

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm on Friday 24th July 2026.

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.