

EAST AYRSHIRE COUNCIL

**CHIEF EXECUTIVE'S DEPARTMENT
GOVERNANCE SERVICES**

The Council has its own dedicated Legal Team to support its aims and objectives, and offers the following opportunity based in Kilmarnock.

Paralegal – Debt Recovery

Salary : G7 - £22,022 - £24,024 per year

Hours : 35 Hours Per Week

Contract Type : Permanent

Location: Council Headquarters, London Road, Kilmarnock KA3 7BU

The postholder will be responsible for the administration of all aspects of recovery of East Ayrshire Council debts referred for legal action, and will provide assistance in other aspects of the Council's Civil Court work. Applicants should have a Paralegal or equivalent qualification in Debt Recovery or Civil Court work, or be prepared to undertake a relevant course of study to achieve this.

As a provider of Services, East Ayrshire Council will promote equality of opportunity. No employee, job applicant, customer or recipient of services will receive less favourable treatment than any other on any grounds.

Application Forms are available from ??

Tel:

Fax:

Completed applications to be returned within ?? days to ??