



Council of the European Union
General Secretariat

JUR

Legal Service



// *Coherence and Consistency*

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OUR MISSION

The Council Legal Service is the **legal adviser to the European Council and the Council**.

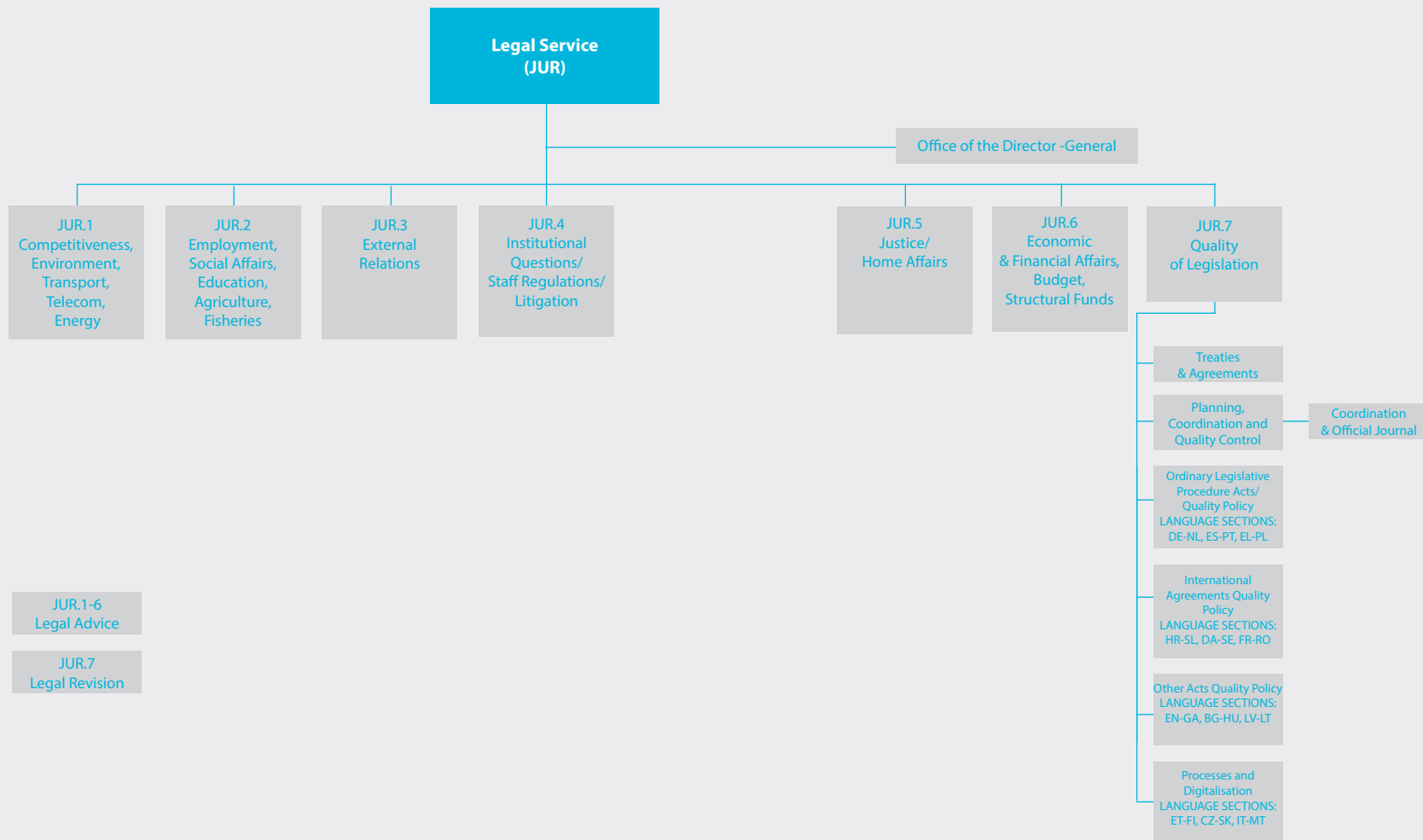
The objective of the Legal Service's work is to provide timely contributions, characterised by full respect for the law, impartiality and clarity.

LEGAL
ADVICE

QUALITY
ADVICE

COURT
REPRESENTATION

HOW WE ARE ORGANISED



WHAT WE DO

We assist the European Council, the Council and its preparatory bodies, the Presidency, and the General Secretariat, in order to ensure the legality of legal acts. This includes:

- taking a creative approach;
- identifying legally correct and politically acceptable solutions;
- giving opinions in complete impartiality – orally or in writing – on any question of a legal nature.

We check the drafting quality of legal texts. This includes:

- legal/linguistic revision in all EU languages;
- legal drafting advice to the Policy DGs, the Presidency, the delegations and the Commission during the decision-making process;
- chairing the Council working party of legal/linguistic experts.

We represent the European Council and the Council in proceedings before the courts of the European Union. To that end, we:

- act as agents for court cases;
- draft submissions and answer questions from the courts;
- prepare oral hearings and plead before the courts .

In each of these areas, cooperation between all CLS members and collaboration with other GSC services, other EU institutions and the Member States are essential in ensuring coherence and consistency.

For the purposes of the above, the CLS

ACTS IN COOPERATION WITH

- PEC and EUCO
- Council and its preparatory bodies, and Presidency
- GSC departments
- Other institutions, bodies, offices and agencies

IS PRESENT AT

- European Council and Council
- COREPER (Antici / Mertens)
- Working Parties and Committees
- Briefings
- Trilogues / Technical meetings
- Drafting sessions and other meetings

COORDINATES INTERNALLY

- Weekly meetings of Legal Service
- Weekly meetings of directorates
- Meetings of directors
- Meetings (internal or with other DGs) to coordinate positions
- Informal meetings between legal advisers

PROFILES AND SKILLS WE ARE LOOKING FOR

Lawyers, lawyer-linguists and assistants make up the staff of the Legal Service. They come from all the Member States. This way there is detailed knowledge of each national legal system, covering all the languages.

Legal advisers and lawyer-linguists

To work as a legal adviser (JUR.1 to JUR.6) or as a lawyer-linguist (JUR.7 - DQL), you need to have a university degree in law or an equivalent professional qualification, have an in-depth knowledge of EU law and the functioning and procedures of the EU, and an excellent knowledge of English and/or French.

Legal advisers (JUR.1 to JUR.6)

In order to assist the European Council, the Council and its preparatory bodies, the Presidency, and the General Secretariat, to provide legal advice during the decision-making and policy-making processes and to act as agents before the court of the European Union, legal advisers should have solid judgement, problem-solving skills and strong analytical skills. They should also be proficient communicators (orally and in writing), with excellent presentation skills.

The work involves close cooperation with the Presidency, delegations and General Secretariat, as well as with Commission, European Parliament and External Service colleagues. Therefore, a capacity to maintain constructive and fruitful working relations with a wide range of stakeholders as well being a team player are

important skills for legal advisers. Furthermore, legal advisers are expected to be creative and proactive, as well as to carry out their tasks impartially, with integrity, accuracy and professionalism.

Lawyer-linguists (JUR.7 – DQL)

In addition to revising legal acts in your main language, you will act as legal drafting adviser and propose improvements to the quality and linguistic consistency of draft legal acts, including during the negotiations leading to their adoption.

The work requires regular contacts with legal advisers, administrators from other Directorates-General and from the Commission, as well as with the lawyer-linguists of the European Parliament and with Member States' experts.

In order to do this job, you need a degree in law awarded by a university of a Member State having as an official language the language of the team in which you are working.

To enable you to carry out this specialised work you will, of course, be offered specific training courses created and conducted by DQL staff.

PlanCo Administrators

Your role is first and foremost to forecast DQL's workload and set priorities, with other DGs (in particular LING and Policy DGs), the Presidency and the European Parliament.

It requires a thorough understanding of the political procedures, and being both analytical and solution-oriented.

Excellent communication skills, proactiveness and being a team player are key. No special degree is required.

Assistants

The **tasks** of the assistants **include a variety of activities** that ensure the smooth running of the service. They should have a good capacity for priority-setting, planning and organising work, and very good IT skills.

Assistants to legal advisers (JUR.1 to JUR.6)

As an assistant, you will **support the legal advisers** in their activities. This involves preparing files for meetings, assisting with general administrative tasks and logistical support, carrying out documentary research, performing paper and electronic filing and archiving and handling administrative follow-up for cases before the courts of the European Union. Assistants are expected to have a good knowledge of English and French.

Political assistants working with legal advisers (JUR.1 to JUR.6)

The Council Legal Service is also responsible for a number of working parties, as well as for the 'Article 255 panel' (panel in charge of providing opinions on candidates' suitability to perform the duties of judges and advocate-general of the Court of Justice and the General Court). The related tasks require numerous organisational skills, and involve drafting reports and other documents and interacting with internal and external actors.

Assistants to lawyer-linguists (JUR.7 – DQL)

As an assistant, you will **support the lawyer-linguists** in carrying out the three principal activities related to checking the quality of drafting of legal acts. This involves finalisation of documents, and paralegal tasks: for example, preparing the legal acts, researching legal databases, or assisting the chair of the Council working party of legal/linguistic experts.

In order to perform this unique job, DQL offers specific training courses created and presented by DQL staff. Besides this training, you should have a perfect command of the language of the team you are working with, a strong sense of responsibility and an eye for detail. A very good command of English is also required for carrying out paralegal tasks.

Coordinating assistants in various support teams

Office of the DG - The Director-General's Office has four horizontal services requiring a diverse range of knowledge, skills and expertise:

- Human Resources and Administrative Coordination,
- Legal Library, Documentation and Legal Research,
- Finances,
- Registry and Litigation.

Assistants support the Director-General in her task of managing the Legal Service for all matters relating to the organisation of work, human resources management, legal research, legal knowledge and information management, financial activities and litigation. Being a team player, attentive to detail, creative, professional and service-minded are key qualities for members of the Office of the DG.

JUR.7 - DQL - Assistants in the Coordination, Official

Journal and Rectificatifs teams, as well as in the Treaties and Agreements Office, are responsible for planning and following up all steps necessary for the timely entry into force of legal acts before and after adoption. Their job includes contacts with internal and external parties, managing and monitoring the distribution of work for the teams of lawyer-linguists and assisting the various actors involved in each particular file, *inter alia* by responding to their information enquiries and coordinating their activities.

WHAT WE OFFER

The fact that the Council Legal Service acts as legal adviser to the European Council and the Council in all areas of EU competence has as a consequence that the Legal Service, on the one hand, is a horizontal service with an extensive overview of the Union's activities, and on the other hand, has specialised knowledge in all areas of EU activities.

- The CLS's work is carried out within an organisational structure involving a lot of collaboration, both within and between teams, which, combined with the diversity of tasks of its staff, makes it an interesting and stimulating place to work.
- The CLS has a horizontal overview of what is happening in all areas of action of the Council and European Council. Consequently, it can detect common issues and discrepancies in different areas of action, and, when that occurs, it designs or contributes to the design of horizontal and consistent solutions. For the same reasons, the CLS contributes proactively to strategic reflections and defends the prerogatives of the European Council and the Council.
- Due to its special role and broad competence, the CLS is a very dynamic and challenging place to work. The tasks are varied and involve active and cooperative work as well as analytical and individual activities.
- Day-to-day work at the CLS involves participating in all sorts of official and informal meetings and consulting CLS colleagues on different subjects to exchange views or brainstorm. It also requires regular contacts with the

Presidency, delegations, policy units, and Commission, European Parliament and External Service colleagues. On the other hand, the examination of files and the handling of court cases involve a different type of work, of a more intellectual and individual nature.

- The CLS is known for its pleasant atmosphere and, whenever possible, it organises social events to bring staff together, such as the Christmas party (for JUR 1- 6) and the DQL New Year party.
- Training and professional development is actively encouraged, providing many opportunities for staff members to boost their knowledge and learn how to do new tasks.
- In addition to your tasks as a CLS staff member, you can volunteer for other activities or different groups. For instance, you can participate in special tasks, such as interinstitutional working groups, internal and external training activities, IT-related tasks, or note-taking during the working party meetings of legal/linguistic experts.

WHAT DO OUR STAFF SAY ABOUT US

‘It is a job at the very heart of the European project where you take part actively in the law making process.’

‘Creative use of legal tools to help achieve political objectives.’

‘I can do my part to bring about unity in diversity and propel the European project forward.’

‘It is rewarding to see our teamwork culminate in a fruitful outcome, e.g. the OJ publication of a Council Act.’

‘This gives us the chance to have a comprehensive overview of the work of the Council on numerous aspects.’

‘Legally sound, both backstage and centre stage.’

‘It is most motivating to be part of a multicultural team with colleagues from different academic, professional and social backgrounds where you are constantly encouraged to continue growing personally and professionally.’

‘Stakeholders respect our point of view and cherish our contributions.’

‘Our work is never boring; it demands creativity and innovation.’

‘We have full autonomy to organise, coordinate and manage day-to-day work amongst ourselves.’



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