

# Job description

**Job Title:** Legal Secretary / Legal Assistant  
**Department:** Litigation

**Reporting to:** A senior solicitor

## Key responsibilities

The Legal Secretary / Legal Assistant role will focus on general secretarial and administrative duties.

### Organising files - paper and electronic

- Opening and maintaining new client matters on the firm's case management system ensuring that all relevant information are entered correctly
- Dealing with client care, including sending out all client care letters, liaising with existing and established clients about ongoing or new matters
- Creating and maintaining electronic documents on the case management system as well as paper files
- Ensuring records are kept and updated on files / case management system to include scanning of documents, emails, letters etc

### Typing/dictation

- Accurate production of correspondence and documentation including through the use of digital dictation;
- Completing case-related external and internal forms and documentation and entering information where relevant into the firm's case management system
- Preparing Court forms including (from dictation) Claim Forms, possession claim forms, Certificates, Witness Statements, etc
- Typing and preparing Bundles, Briefs and Instructions to Counsel (from dictation)

### Organising Documents

- Organising documents required for hearings, Trials, Mediation, ie bundles, Briefs, Witness Statements, Disclosure etc. including the use of Adobe Pro etc.
- Organising/bundling/printing documents required with various Court Forms

### Liaising with clients/others

- Liaising with clients/other parties to include speaking with barristers, mediators, experts and the Courts
- Managing incoming written and electronic communication in an accurate and efficient manner and ensuring that appropriate and timely action is taken in response

### Bill preparation

- Checking ledger to pay disbursements and completing necessary payment forms to pay third parties eg barristers
- Preparing bills and liaising with accounts team as necessary
- Checking files for work required/bills to be rendered etc

## Other

- Ad hoc legal research
- Diary management to include booking appointments and meeting room,
- Undertaking any other duties as may be reasonably required

## Person Specifications

It is essential that you are able to satisfy the below specifications. We have indicated when the below are not essential but desirable.

### Skills

- Legal Experience and knowledge of Litigation is essential
- Excellent audio/copy typing skills
- Excellent communication - convey information clearly and accurately, both orally and in writing
- Excellent organisational - strong administrative and document management skills, time management and workload planning
- Excellent Word processing skills
- IT (Microsoft 2016 Office suite) including database (desirable)

### Knowledge

- At least 3-4 years previous experience as a Legal Secretary / Legal Assistant
- Manual and electronic file management
- Taking new client enquiries
- Preparing, collating and ordering documentation
- Good level of numeracy
- Willingness to assume additional responsibilities
- Knowledge of the core requirements of the Solicitors Code of Conduct
- Knowledge of Anti-Money Laundering rules and procedures

### Ability

- Attention to detail
- Flexibility and adaptability
- Ability to work on various matters with competing deadlines.
- Quality focus

### Qualities

- Enthusiastic
- Common sense
- Self motivated
- Initiative and problem-solving skills
- Punctual and reliable