

Criminal paralegal: Job Description

Title:	Paralegal (six month fixed term contract)
Hours:	9.30 am to 5.30 pm, and as required
Working week:	Monday to Friday
Department:	Criminal
Purpose of job:	To assist the department in the provision of advice to the firm's clients.
Specific duties:	<p>The role of this paralegal is to work alongside any of the fee-earners in the criminal team with respect to any aspect of their caseload with which assistance is needed. This may include both large, complex cases as well as smaller cases. Responsibilities will include:</p> <ul style="list-style-type: none">• Case administration and document management• Analysing, collating and summarising large quantities of information• Researching points of law and other factual issues• Attending meetings with clients, conferences with counsel and court appearances• Liaising with police, prosecution and court

The ideal candidate will have:

- Minimum of six months previous experience working as a paralegal / legal assistant in a criminal law department – with experience Crown Court trials
- Excellent communication and inter-personal skills
- Effective organisation skills – especially with respect to ongoing management of large quantities of documentation
- A strong work ethic and willingness to undertake work as required during the course of trial
- An ability to work independently or as a team, without daily close supervision
- The ability to work efficiently and to deadline, including when under pressure
- Strong IT skills including Microsoft Word and Excel

LPC or BVC graduates are ideal but not essential if appropriate work experience has been gained.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.