

JOB DESCRIPTION

Job Title:	Legal Secretary
Reports to:	Head of Litigation Department
Member of:	Litigation
Job Purpose:	To provide direct secretarial and administrative support to Legal Advisers and to assist with client calls, visits and correspondence in a way which promotes the image and ethos of the firm.

Key Tasks

- ☐ Accurate and timely preparation of correspondence and documents though digital dictation and word processing, using the Case Management System as appropriate
- ☐ Preparation of post and email and enclosures for despatch
- ☐ Dealing with clients, contacts and third parties by telephone, e-mail or in person, as necessary, at every stage of the transaction
- ☐ To arrange for all copying to be done by the Administration team or self as appropriate
- ☐ To undertake file management in particular daily filing and the opening, closing storage and retrieval of client files in accordance with the detailed procedures in the Office Manual
- ☐ To make appointments and maintain the partners' and legal advisers' diaries and dealing with matters arising, in liaison with the partners/legal advisers
- ☐ To attend to clients both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's standards for client care
- ☐ To ensure the confidentiality of all the firm's and clients' documentation and information
- ☐ To provide support to other legal advisers and secretaries within the Department/wider firm as required
- ☐ To achieve agreed levels of time-recording and billing (as appropriate)
- ☐ To have the appropriate skills or ability to acquire and develop the skills in order to undertake some parts of a matter with minimal supervision and at the legal advisers' instruction
- ☐ To provide guidance to junior and temporary secretaries when required to do so
- ☐ To undertake any specific training when required to do so and overall to have a responsibility towards self-development
- ☐ To undertake other secretarial and administrative duties as may reasonably be required from time to time
- ☐ Provide back up to others in the department when there is a need to cover sickness or holidays, particularly to the employment team
- ☐ Willingness to carry out Fire Warden Responsibilities in your area / department, as required

Knowledge & Skills Required (Person Spec)

- ☐ In-depth training in secretarial practice, ideally with previous experience as a legal secretary
- ☐ Excellent word-processing and digital dictation skills
- ☐ Knowledge of the firm's staff and legal advisers and their responsibilities
- ☐ High degree of efficiency, accuracy and organisation in carrying out tasks
- ☐ Competent in the firm's computer facilities and other systems as appropriate
- ☐ High standard of interpersonal and communication skills, especially in the context of client care
- ☐ Pleasant and positive manner in dealing with colleagues and clients
- ☐ Flexibility and willingness to provide support as required to all Partners and staff within the office
- ☐ Ability to note and follow instructions
- ☐ Ability to manage time and self including organisation of files and self