

JOB DESCRIPTION

Family Solicitor/Legal Executive

Department: Family

Office: Any required

Reports to: Partner

Role

To assist the practice in meeting its professional obligations and business viability within the changing needs of the organisation and the legal market.
To provide a high level of legal advice and assistance to the clients of the firm in the fee earner's area of specialism.
To ensure that the advice given is accurate and comprehensive and that all advice provided is clearly recorded on the file.
To respond to all client and third party communications promptly and to progress the matter to conclusion within a reasonable time scale.

Responsibilities

To provide clear and comprehensive advice to clients and to progress their case smoothly to conclusion.
To ensure that the conduct of client files is in accordance with all internal, professional conduct and accounts rules and obligations.
Additionally, to provide support and assistance to colleagues by assisting with overflow work within the department and maintain support during the holidays and sick leave, primarily by agreement with colleagues and, if requested, by the partners.

Principal Duties

To ensure that clients are provided with comprehensive advice.
To attend upon clients.
To confirm advice in correspondence.
To promptly respond to client's communications and promptly conduct all communications with solicitors instructed by other parties and with all other parties relating to the matter.
To keep abreast of all legal developments in the fee earner's sphere of practice and defer to expert third party advice, where appropriate, and particularly where the fee earner's own knowledge is limited.
To respond to all written telephone communications promptly.
To actively progress the client's matter promptly to conclusion.
To draft all necessary documentation required to progress the client's case and to proof read documents to achieve 100% accuracy.
To uphold the highest standards of work and professional conduct.
To ensure that paper and electronic files are up to date and accurate.
To ensure that all client files, trial bundles and other documents are well organised and displayed, and comply with all internal and external procedures and requirements.
To comply with all statutory requirements, where necessary.
To prioritise work to meet deadlines agreed with the client or any other party involved with the matter.

To ensure that all information used in managing the files and storing deeds and wills and any other documents relating to the case are accurately recorded.

To maintain accurate billing records by recording time appropriately and to promptly and regularly bill clients for work conducted.

To keep active watch on all WIP levels.

To chase aged bills conscientiously.

To meet time recording, billing and other performance targets.

Diary Management

To ensure that all requisite deadlines relating to the case are accurately recorded in the diary management system and, in particular, in the case of court matters, on the central diary system.

Business Development

To act as an ambassador/promoter of the firm.

To take a proactive approach to building professional relationships with clients and other contacts.

To treat clients and colleagues with respect and tact, bearing in mind individual needs, and ensuring confidentiality at all times.

To present a smart appearance and wear attire suitable for a professional business environment.

To maintain and promote the good image of the firm.

To assist colleagues, Partners and Head of Department with marketing/training events and initiatives.