

## JOB DESCRIPTION

<b>Job Title:</b>	Paralegal
<b>Department:</b>	Commercial Litigation
<b>Responsible to:</b>	Partner / Head of Department
<b>Responsible for:</b>	N/A
<b>Location:</b>	2 North Street, Queens Chambers, NP20 1TE

### 1. Role/Job Purpose

- Assist and provide a range of legal support and administration to Partners, fee earners and other legal professionals.
- To effectively manage all aspects of cases allocated and where necessary provide support to Partners and Solicitors within the Department/Firm.

### 2. Role Requirements

**The post holder will, under the supervision of senior fee earners, run a case load of and/ or provide assistance to the senior fee earners on litigation cases including but not limited to:-**

- Debt recovery matters.
- General commercial litigation matters.
- Fast track & multi track claims including some complex / high value multi track cases.

**The post holder will be required to undertake tasks including but not limited to the following:-**

- Performing legal and factual research – researching the most valid arguments, reviewing case facts, identifying the relevant laws and ensuring all other relevant information is considered in a case.
- Summarising legal documents.
- Checking the accuracy of legal forms and documents.
- Drafting and serving legal documents.
- Assisting in the preparation of legal arguments, applications, declarations and motions.
- Preparing, serving and/or responding to correspondence.
- Interacting directly with clients, including taking initial instructions.
- Proof reading legal documents.
- Attend Court to provide representation on behalf of clients and a willingness to undertake own advocacy where appropriate.
- To undertake any other legal and/or administrative duties as may reasonably be required from time to time.
- To achieve agreed levels of time-recording (as appropriate).

### 3. Person Specification

#### **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

##### **Essential**

- Knowledge of litigation processes and understanding of legislation relevant to work type.
- Law Degree & LPC or recognised equivalent.
- Strong mathematical skills.
- High Proficiency in all Microsoft Office Packages including word, outlook e-mail, outlook diary functions.

##### **Desirable**

- An understanding of accounts ledgers and dictation systems.

## **EXPERIENCE**

### **Essential**

- Experience of working in a litigation team in a fee earning capacity and working to and dealing with court deadlines.
- Experience of drafting legal documents and supporting senior fee earners where necessary.

### **Desirable**

- Experience of working in a legal office in a similar role and management of own caseload of files.
- Experience of working with Case Management Systems.
- Experience drafting applications for third party funding using CCMS system.

## **PERSONAL SKILLS AND QUALITIES**

### **Essential**

- Ability to manage competing demands whilst maintaining a professional service.
- Ability to work effectively as part of a team.
- Ability to maintain attention to detail and accuracy when recording information, carrying out a task whilst working within tight timescales.
- Excellent communication skills both written and verbal, with the ability to deliver clear and precise written reports, correspondence and documentation.
- Good prioritising and planning skills to ensure that tight deadlines are achieved under pressure.
- Ability to work with confidential and sensitive information with discretion.
- Flexibility to work outside of normal office hours that may be required from time to time.

This job description reflects the key tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the key tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.