



JOB DESCRIPTION



Job Title:	Litigation Assistant
Department:	Commercial Litigation
Responsible to:	Partner / Head of Department
Responsible for:	N/A
Location:	Newport Office (with flexibility to work from other HE approved premises if required).

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.

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).
-  To undertake any specific training when required to do so and overall to have a responsibility towards self-development.
-  Open New Claims on Case Management System and create physical files – including generating all paperwork/documents in the process of the same.
-  Close claims on the case management system and undertake archiving process – including generating all paperwork/documents in the process of the same.
-  Photocopying and binding.
-  Filing and management of papers files.
-  Pay invoices, bank cheques as and when required.
-  To make calls out chasing information/documentation for all parties.
-  To receive incoming calls/enquiries – addressing the enquiry if possible or directing the caller





to the correct individual / taking a telephone message.

-  Provide secretarial/typing support when required.
-  To scan and distribute incoming post.
-  To prepare outgoing going post (including boxing and instructing courier).
-  Providing post room assistance where required.
-  Assist with any other administrative duties when required.


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.