





JOB DESCRIPTION














Job Title:	Legal Assistant
Department:	Public Law and Private Litigation
Responsible to:	Head of Dept
Responsible for:	n/a
Location:	2 North Street, Newport, 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 provide direct support to Senior Fee Earners in the Department in a range of matters and manage all client work allocated in accordance with the Firm's standards.
-  To support accounts management on behalf of the team.
-  To assist the team with new client enquiries, by taking initial instructions from potential new clients, either over the telephone or face to face.

2. Role Specific Responsibilities and Activities

The post holder will undertake tasks including but not limited to:

-  To act in a semi-fee earning capacity and to accurately record and submit regular time recording in line with the firm's/departments policy.
-  To undertake basic fee earning duties under supervision, such as taking detailed client instructions in person or over the phone and managing conduct of files where assigned by a senior fee earner.
-  To undertake administration work on files and support senior fee earners with the same.
-  To achieve agreed levels of billing and time recording, where applicable.
-  To ensure all financial controls procedures are followed particularly in respect of billing procedures and collection of monies.
-  Carry out eligibility calculations to determine whether potential new clients are eligible for Legal Aid Help/Advice/funding.
-  Updating the case management system efficiently and effectively in accordance with departmental processes and procedures.
-  To support fee earners by ensuring all routine administrative processes are managed along with managing diary commitments.
-  To prepare correspondence through audio typing and word processing.
-  To deal with routine post, drafting straightforward replies as appropriate.
-  To administer filing relating to all matters by undertaking daily filing, opening, closing storage and retrieval of client files in accordance with the procedures contained within the office manual
-  Resolving debit or credit balances on files enabling them to be closed
-  To process billing on files correctly and in accordance with instructions

- ☒ To ensure protocols are in place to protect the confidentiality of both the firm's and clients' documentation and information.
- ☒ To manage diaries, take minutes of meetings and circulate as appropriate.
- ☒ To prepare mail and enclosures for dispatch.
- ☒ To ensure that all necessary photocopying is carried out.
- ☒ To provide support to other departments as required.
- ☒ To attend to clients in person or on the telephone, providing support in a professional and friendly way and ensuring the firm's standards for client care are maintained.
- ☒ To deal with clients queries whenever possible and referring matters to the fee earner as and when necessary.
- ☒ To undertake any specific training identified as necessary to update skills or improve performance.
- ☒ To undertake any other duty as reasonably requested of you and within your capabilities including reception cover, post room cover and court run cover (full training provided.)
- ☒ To ensure focused concentration with regard to the handling of sensitive data, in accordance with the Data Protection Act and the Firm's Confidentiality Policy.

3. Person Specification

PROFESSIONALLY BASED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

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

Desirable

- ☒ An understanding of accounts ledgers and dictation systems.
- ☒ Knowledge of the various types of funding available, including legal aid.
- ☒ 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

- ☒ The ability to use own initiative and make basic decisions in relation to client matters.
- ☒ Self-motivated with the ability to meet tight deadlines.
- ☒ Good mathematical skills.
- ☒ A sensible and professional approach to work.

- ☒ The ability to work effectively under pressure.
- ☒ Effective communication skills both verbally and in writing including the ability to draft replies to routine correspondence.
- ☒ Excellent attention to detail when recording information and carrying out tasks.
- ☒ Strong organisational skills with the ability to prioritise and reallocate work accordingly.
- ☒ 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 (not limited to, the Firm reserves the right to request additional duties if required) 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.