

Job description

Job Title: Legal Secretary – Crime Department

Reporting to: Supervising Partners/Associates

Role Description

The Legal Secretary role will focus on general secretarial and administrative duties.

Key responsibilities

1. Audio/copy typing of all correspondence and documents using Microsoft Word and Big Hand, the firm's word-processing and digital dictation systems;
2. 'Case and paper management' - printing correspondence, collating and indexing enclosures and ensuring correspondence is delivered in a timely fashion;
3. Client care including sending out all client care letters, liaising with existing and established clients about ongoing or new matters;
4. Dealing with new client enquiries;
5. Managing incoming written and electronic communication in an accurate and efficient manner and ensuring that appropriate and timely action is taken in response;
6. Receiving telephone calls on behalf of the fee earners when they are unavailable and taking detailed messages ensuring that they are passed promptly to fee earners and entered into the firm's case management system, Tikit;
7. Archiving files as directed by fee earners and the department's Personal Assistant;
8. Preparing and assembling materials, documents, and exhibits for meetings, court appearances, and hearings;
9. Opening and amending new client matters on Tikit, the firm's document management system to ensure that all relevant information is entered correctly and kept up-to-date;
10. Completing case-related external and internal forms and documentation and entering information where relevant into the firm's case management system;
11. Undertaking departmental-specific administrative tasks as required by the partner in charge of the department;
12. Assisting other support staff in the department and in other departments with both typing and administrative tasks;
13. Undertaking any other duties as may be reasonably required

Person specification

It is essential that you are able to satisfy the below specifications. We have indicated when they are not essential but desirable.

Skills

- Good audio/copy typing skills (70wpm)
- Good Communication - convey information clearly and accurately, both orally and in writing
- Organisational – strong administrative and document management skills, time management and workload planning
- Good Word processing skills
- IT (Microsoft 2016 Office suite) including database (*desirable*)

Knowledge

- At least 2 years legal experience
- Knowledge of Criminal law (*desirable*)
- Manual and electronic file management
- Legal aid procedures (*desirable*)
- Fielding new client enquiries
- Preparing, collating and ordering documentation

Ability

- Attention to detail
- Speedy deliverer without compromising quality
- Flexible – change direction
- Quality focus

Qualities

- Enthusiastic
- Common sense
- Self-motivator
- Initiative taking
- Punctual and reliable
- Resilient