

## **JOB DESCRIPTION**

**Job Title:** Paralegal

**Reporting to:** Insurance Non Personal Injury Partners

**Department:** Litigation



### **1. Job Purpose**

The main function of this role within the non PI team is to provide an efficient and effective electronic document management function to support the fee earners within this specialist team.

The role also encompasses a range of administrative legal duties.

### **2. Scope and Range**

Post Reports to: Insurance Non Personal Injury Partners.

Direct reports: N/A

Budgetary responsibilities: N/A

The post is based in BTO's Glasgow Office.

### **3. Key Responsibilities**

#### **Document Management System**

To provide assistance to the Non PI Partners so that all documents for cases are accurately organised, catalogued and easily retrieved. This includes:

- Administration of electronic client case management files.
- Photocopying, document scanning and filing.
- Cataloguing variety of documents including photographs, drawings etc.
- Time recording.
- Compliance with the data security requirements of ISO 27001.

#### **General legal administration**

To assist solicitors with the required legal administration in order to prepare for court cases. This includes:

- Handling of case documents.
- Production of enclosures to Instructions to Counsel or Experts, and Exhibits to Affidavits, Witness Statements and Court or other Legal Documents.
- Production of (draft) court bundles.
- Production of application and case management bundles.
- Preparation of Lists of Documents.
- Liaison with Counsel's/Judge's Clerks on contents of bundles.
- Lodging of documents with court officials.

- Review of served specifications and collation of documents to ensure submissions are accurate and complete.
- Drafting and serve motions and other legal documents.
- Contact with lay and expert witnesses for purposes of attendance at conferences where the lawyer is discussing evidence with the witnesses, Counsel and experts.
- Contact with Counsel for purposes of attendance at Court and consultations.
- Creating/updating chronologies or timelines.
- Updating legal papers.
- Gathering and analysis of information on behalf of the fee earners.

**Other Duties**

- To carry out any other reasonable duties as required.

**4. Communications and Relationships**

The post holder must have effective communication and relationship skills as they will be required to liaise with a range of internal and external contacts including solicitors, insurers, investigators, witnesses and other professionals.

**5. Most Challenging part of Job**

Managing the administration and coordination of significant amount of data from various sources.

Ability to prioritise and work to tight deadlines in a busy legal office.

**6. Knowledge, Training and Experience Required**

**Essential:**

- Knowledge of the law gained through education, and/or work experience.
- Knowledge of and expertise in electronic document management systems.
- IT literate and numerate, with knowledge of office management systems (i.e. Word, Excel etc.)
- Organisational and time management skills.
- Attention to detail and ability to prioritise heavy workload.
- Well-developed communication and interpersonal skills.
- Self starter and team player.
- Adherence to ethical standards and rules of professional responsibility.

**Desirable:**

- Degree in legal studies.
- Paralegal qualification in civil litigation.
- Experience of working in a legal office and in litigation procedures.
- Experience of implementing ISO 27001 data security standards.

**7. Job Description Agreement**

**Job Holder's Signature & Date:**

**Head of Department Signature & Date:**

01/06/17