

## JOB DESCRIPTION

**Job Title:** Legal Secretary

**Reporting to:** Fee Earner

**Department:** Commercial Dispute Litigation



### 1. Job Purpose

To provide full secretarial and administrative support to a group of lawyers (i.e. fee earners) within the Commercial Dispute Litigation team.

The post holder may be required to provide secretarial/administrative cover to other specialties from time to time based on business needs.

### 2. Organisational Position

Available upon request.

### 3. Scope and Range

The post covers responsibility for a number of fee earners within the designated department.

The post holder has no supervisory or budgetary responsibilities.

### 4. Key Responsibilities

- Digital dictation (BigHand)
- Typing correspondence and legal paperwork
- Liaising with clients and dealing with day to day queries
- Collating and organising legal paperwork
- Producing, amending and proof reading formal documents
- Diary management and arranging appointments
- Answer incoming calls and taking accurate messages
- Processing all incoming and outgoing mail
- Filing and undertaking regular file reviews including opening and closing files
- Fee preparation upon instruction from fee earners, ensure all billing requirements are accurately recorded and forwarded for processing with the cash office.
- Any other related secretarial duties.

### 5. Communications and Relationships

The post holder must have effective communication skills as they may be required to liaise with colleagues and clients about sensitive and confidential data.

**6. Systems and Equipment**

- Digital typing using BigHand dictation
- Working with Envision system
- Net documents
- Microsoft Office Suite

**7. Most Challenging part of Job**

Working under pressure for a number of fee earners to meet tight deadlines in a busy office environment.

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

Knowledge and experience of legal secretarial and administrative functions.

Experience of working in a legal specialty.

Accuracy skills with attention to detail

Good organisational and planning skills to be able to manage high volume workload and meet tight deadlines.

Effective team player and willing to be adaptable and flexible to meet business needs.

**8. Job Description Agreement**

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

**Head of Department Signature & Date:**