

JOB DESCRIPTION

Job Title: Legal Secretary (Insurance)

Reporting to:

Line Manager: Fee Earner/ Solicitor



Insurance Administration Manager (Glasgow based staff only): for day to operational requirements i.e. holidays, sick cover, workload, annual leave etc.

Department:

Insurance

1. Job Purpose

To provide full secretarial and administrative support to a group of insurance lawyers (i.e. fee earners) within the firm.

The post holder will be required to provide secretarial/administrative support within the department to cover sickness/holidays. Cover may be required to other specialties in the firm from time to time based on business needs.

2. Scope and Range

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

The post holder has no supervisory or budgetary responsibilities.

3. Key Responsibilities

- Digital dictation (BigHand)
- Typing correspondence and legal paperwork
- Updating indexes and Court papers (Sheriff and Court of Session)
- Liaising with clients and dealing with day to day queries
- Collation and organisation of legal paperwork
- Produce, amend 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
- 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.

4. 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.

5. Systems and Equipment

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

6. Most Challenging part of Job

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

7. Knowledge, Training and Experience Required

Knowledge and experience of legal secretarial and administrative functions (including Sheriff and Court of Session procedures)

Experience of working in 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.

Experience of using case management systems.

8. Job Description Agreement

Job Holder's Signature & Date:

Head of Department Signature & Date:

06/10/17