

JOB DESCRIPTION

Job Title:	Paralegal leading to Trainee Solicitor
Salary:	Independently assessed
Responsible for:	No line management responsibility
Responsible to:	Principal Solicitor

Job Purpose: To provide legal advice and assistance to clients and to provide representation to clients, subject to rights of audience and under the supervision and training of the Principal and any other nominated solicitor from time to time and to support other more senior fee earners in fee earning tasks under supervision where required subject to training and supervision provided by the Principal Solicitor in accordance with the Training Plan.

MAIN DUTIES AND RESPONSIBILITIES

To attend upon clients providing assistance and advice and taking instructions.

To provide legal advice to clients.

To attend courts and tribunals to provide representation to clients if authorised.

To correspond with clients, solicitors and other external agencies and individuals.

To ensure compliance with the Office manual in all procedures.

To assist with monthly returns to the LAA under the Contractual Scheme.

To follow the appropriate procedures manual for each area of law.

To carry out research where required.

To maintain effective communication with secretarial and administrative staff.

To ensure that files are managed in accordance with the Office manual.

To meet billing targets and chargeable time targets.

To implement any action required following file reviews.

To attend fee earners meetings.

To undertake training in accordance with the Law Society CPD requirements.

To provide any other duties reasonably required in respect of fee earning work.

To undertake any other duties reasonably required from time to time in respect of fee earning work.

Subject to supervision and training provided by the Principal and any other nominated solicitor and in accordance with the Training Plan.

SKILLS AND KNOWLEDGE

Degree qualified.

Completed legal practice course.

Ability to maintain professional relationships with clients.

Ability to communicate effectively with clients and professional contacts.

Willingness to travel.