

Job description

Job Title: Legal Administrator

Reporting to: Head of Private Client

This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices will change; in order to meet the demands of new legislation, and the requirements of the Firm. It is expected that the post holder will contribute to and assist with all future developments.

Overall purpose:

- To learn the skills necessary to provide efficient clerical and administrative support to a designated lawyer in the Private Client department.

Main Duties:

- To undertake clerical and administrative duties for a particular lawyer in your team;
- To assist with photocopying and scanning;
- To assist with opening and closing of files;
- To produce typing in a timely, accurate and efficient manner;
- To be fully conversant and proficient with the firm's IT and database systems and to be confident and accurate in their correct usage;

Personal:

- To keep confidential all client information
- To be positive and helpful with colleagues, clients and professional contacts of the firm
- To assist all departments and colleagues within the firm as requested
- To adhere to and familiarise themselves with the firm's values and policies
- To provide a high level of personal and professional service at all times

Other Duties

- To include other reasonable duties and tasks which are part of, and incidental to, this type of work

Person Specification

Essential	Desirable
<u>Education and qualifications</u> <ul style="list-style-type: none"> • Good general education 	
<u>Experience</u> <ul style="list-style-type: none"> • A good level of administrative and office experience 	<ul style="list-style-type: none"> • Knowledge of solicitor's office and legal business
<u>Knowledge and skills</u> <ul style="list-style-type: none"> • Good IT knowledge and skills • Good communication skills • Strong administrative skills • Ability to work on own initiative 	
<u>Personal qualities</u> <ul style="list-style-type: none"> • Able to work as part of a team • Well organised • Good client manner • Good telephone manner • Attention to detail • Prompt and able to work in a timely manner • Flexible attitude • Keen to learn and develop • Able to travel and work at other offices 	