**Job description**

**Job Title:**  Trainee Legal Secretary

**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 administrative and secretarial support to the Private Client department.

**Main Duties:**

* To undertake clerical and administrative duties in the department;
* 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** |
| Education and qualifications   * Good general education |  |
| Experience   * Administrative experience |  |
| Knowledge and skills   * Good IT knowledge and skills * Good communication skills * Strong administration skills * Ability to work on own initiative | * Knowledge of solicitor’s office and legal business |
| Personal qualities   * 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 |  |