Job Description

Job Title: Junior Legal Secretary

Reports to: Team Manager, Fee Earners and Head of Department

Job Purpose

Legal secretaries provide secretarial and administrative support to fee earners and Partners.

Key liaison relationships are:

- Partners and Fee-earners
- Team Managers
- Secretaries
- Support Staff

Please note that this job description is generic and therefore, is not an exhaustive list of duties and responsibilities; these will be determined by each department.

The Role

Key Responsibilities and Duties include:

- Word processing / typing and collating correspondence and other documents from audio / digital dictation, amending and formatting documents quickly and accurately – minimum of 65 wpm required
- Day to day typing of letters, memoranda, monthly reports, bills, file notes, etc.
- Taking messages accurately and passing to appropriate person(s)
- Keep information confidential
- Creating and amending legal documents
- Maintaining diary systems for fee earners, arranging booking meetings
- Handling expense claims for fee earners
- Maintain an effective filing system
- Receiving and sorting incoming mail where required
- Organising travel arrangements and any other ad hoc duties as and when required
- Scheduling files for archiving and retrieval of files from storage
- Monthly billing
- Updating and maintaining fee earners’ contact data
- Working as part of a team to ensure that effective secretarial cover is maintained
- Ensuring compliance with quality standards and the firm’s policies in general
- Other support services including taking minutes of meetings and initiating and replying to correspondence on routine matters

Person Specification – experience and attributes required:

- Previous legal secretary experience, including billing, is essential
- Good secretarial skills, such as an eye for detail
- Enjoy working in a busy environment
- Have excellent / fast and accurate typing skills (65+wpm)
- A spirit of co-operation and a positive and proactive ‘can do’ attitude
- Excellent English verbal and written communication skills are essential including the ability to relate to people at all levels
- Good at spelling and grammar
- Ability to effectively prioritise, excellent organisation and administrative ability
- Ability to use initiative and to work well under pressure / to deadlines
- High proficiency in all Microsoft office packages is a must together with use of House Styles. Previous use of working with Visual files and laser forms desired
- Good Team player
- A willingness and capability to serve client needs and handle client relations at the highest level.
- Professional telephone manner and the ability to take messages effectively and efficiently
- Ability to multi-task
- Commitment to the success of the firm
- Personable, but highly professional
- Flexibility to work outside normal office hours may be required from time-to-time