

JOB DESCRIPTION

Job Title: Employment and Family Paralegal
Responsible to: Heads of Department
Department: Employment and Family Departments

JOB PURPOSE

To provide high quality legal support to the fee earners within the Family and Employment departments. General duties to include:

1. Assisting with the preparation of bundles.
2. Photocopying and scanning of documents.
3. Downloading and copying documentation sent by email when requested to do so.
4. Issuing documents at court and personally serving letters/ documents.
5. Assisting with the preparation and running of cases. This will also involve direct contact with clients.
6. Preparing documentation as and when required, such as Divorce Petitions, Acknowledgements and Settlement Agreements.
7. Working with the firms internal Head of IT to try to establish a more streamlined way of dealing with repeat work and establishing a set of precedents.
8. Undertaking legal research by making use of LexisNexis and Practical Law, both of which the firm has an online subscription with.
9. Assisting with obtaining personal ID for clients to comply with regulations.
10. Opening and closing files.
11. Occasionally the role may entail working within other departments in the firm, to include civil litigation and assisting on reception.
12. In addition there may be occasions when secretarial assistance is required with the typing dictated letters.

This list is not exhaustive and subject to review as and when required by the partners.

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Having obtained previous experience in assisting solicitors within Family and Employment departments previously an advantage.

Good typing skills.

ORGANISATIONAL POSITION

Reporting to Caroline Adams and Mike Clary

Working as part of the Family and Employment Departments.

ROLE OF DEPARTMENT

To provide legal advice and run cases relating to Family and Employment matters. The Family Department assists clients with matters relating generally to divorce, financial settlements, contact arrangements and pre nuptial arrangements.

The Employment Department assists individual and corporate clients on a range of contentious and non contentious matters. Examples of the type of work involved includes advising on settlement agreements, drafting employment contracts and advising clients on the dismal process to be followed.

KEY RESULT AREAS

Working to the Law Society, Lexcel and Solicitors Regulation Authority standards.
Working to the firm's policies and procedure. Accurate time recording.

ASSIGNMENT AND REVIEW OF WORK

Legal files will be reviewed by the Heads of Department or a peer within the department on a monthly basis in line with the Law Society's Lexcel Practice Management Standard. You will be required to work on a number of matters at any one time and manage the client's expectations and the fee earners expectations.

COMMUNICATIONS AND RELATIONSHIPS

Appropriately communicating with fee earners within the Family and Employment Departments and external clients.

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Working to deadlines whilst assessing and minimising risk to the firm

EQUIPMENT AND MACHINERY

As supplied by the firm.

SYSTEMS

Working on Microsoft Windows XP, Outlook, Tikit, Winscribe digital dictation, Oyez legal forms, LexisNexis, Practical Law.