

**JOB DESCRIPTION**

<p><b>Job Title: Legal Assistant</b></p> <p><b>Reporting To: Jim Gridley - Partner (Family)</b></p> <p><b>Responsible for: n/a</b></p> <p><b>Department: Family Department</b></p>	<p><b>Date: June 2015</b></p> <p><b>Location: Clifton Office</b></p>
<p><b>Job Summary:</b></p> <ul style="list-style-type: none"> <li>• To provide direct support to the family department to enable each of them to operate at optimum efficiency.</li> <li>•</li> </ul>	
<p><b>Key Responsibilities for Legal Assistant:</b></p> <ul style="list-style-type: none"> <li>• Typing, using SOS Connect and digital dictation to manage all current and archived matters including managing existing Contacts and Client data and creating new Contacts, Clients and Matters as required.</li> <li>• Using Egress Switch (encryption software) to send confidential documents out via email.</li> <li>• Liaising with clients, other solicitors, the Legal Aid Agency the Courts and others.</li> <li>• Organising meetings and conferences with Counsel and clients; making travel arrangements when necessary.</li> <li>• Sending reminders (texts, letters, and phone calls) to clients regarding appointments or Court hearings.</li> <li>• Obtaining availability of Counsel and experts involved in cases. Booking in Counsel/experts.</li> <li>• Triaging new matters, including Court appointed cases. Both on the phone and in person.</li> <li>• Preparing basic court forms such as divorce petitions or Form Es</li> <li>• Preparing indices, chronologies and schedules of assets</li> <li>• Taking telephone messages; scanning and filing post; attaching letters to envelopes with relevant enclosures and ensuring that post is checked and sent.</li> <li>• Adding to diaries dates and deadlines.</li> <li>• Researching of information when required (e.g. obtaining information relevant to cases using social media and other sources)</li> <li>• Maintenance of file format and content in accordance with the Office Manual, photocopying and scanning documents as required.</li> <li>• Creating, updating and maintaining case bundles.</li> <li>• Liaising with various professionals to obtain missing documents.</li> <li>• Meeting with clients to complete basic forms or obtain further information and instructions.</li> <li>• Delivering documents by hand to court and elsewhere</li> <li>• Assisting with reception duties when required.</li> <li>• Checking incoming post in absence of FE to see what is to be actioned. Ensuring that full notes are on files/ SOS and FE notified by email of all work done on the files in FE's absence.</li> <li>• Chasing up outstanding information on cases.</li> </ul>	

- Assisting with work for other colleagues if they are out of office due to annual leave, sickness etc.

**Accounts procedures**

- Preparing private client bills
- Requesting cheques
- Obtaining Partner's signature to cheques
- Requesting transfer of money between client and office accounts
- Referring amendments to cheques and bills to Partners for approval and dealing with the formalities for such amendment
- Assisting in the preparation of claims for costs on accounts to the Legal Aid Agency
- Obtaining the approval of Accounts of all claims on accounts prepared
- Obtaining payment on account from the Legal Aid Agency
- Paying out invoices on receipt of BACS statement from LAA.
- Chasing LAA for outstanding payments, claims, certificates etc.
- Providing costs draftsmen with all information required for an accurate bill to be drawn up
- Sending copies of Public Funding certificates received to Counsel (if used) and at all times ensuring that accounts are aware that a matter is a Publicly funded matter.
- Making refreshments and ordering food for clients and internal meetings when required
- Any other reasonable duties as directed by your manager

Signed by Job Holder: (Print Name) .....

Signed: .....

Date: .....