



JOB DESCRIPTION

# Legal Secretary



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# Legal Secretary

<b>Position</b>	Legal Secretary
<b>Department</b>	Commercial Property
<b>Reporting to</b>	Team Leader
<b>Office</b>	Bishop's Stortford

### Overall Purpose

To provide secretarial and admin support to the Fee-earners in a professional and effective manner within the Firm, primarily the Commercial Property Department.

### Main Tasks

- » To deal with secretarial work as directed by the Fee-earner
- » To prepare letters and documents as given in dictation or on paper by the Fee-earner, checking that they are correct and in the house style prior to signing or being sent
- » To attend to clients in a professional way on the telephone
- » To take and record accurately any messages and pass on to the appropriate person without delay
- » To be able to deal effectively with the filing, storage and retrieval of clients files and to collate instructions and briefs as required
- » To set up new files as requested by the Fee-earner and ensure that these files are kept tidy and regularly checked
- » To be familiar with the procedures required for ALB
- » To make appointments, arrange meetings and maintain a diary, to be checked against the Fee-earner on a daily basis
- » To use the fax machine, photocopier and other office equipment
- » To ensure the confidentiality and security of all clients documentation
- » To be able to advise clients of the current state of any file, if uncertain to contact the Fee-earner for clarification and to initiate standard letters where appropriate
- » To carry out the departmental client care policy

- » To bring to the attention of the Fee-earner any matters which are thought relevant to be considered at the monthly departmental meetings
- » To undertake any other clerical/secretarial duties which from time to time may be allocated

**This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.**

## Job Specification

	Essential	Desirable
Education Qualifications	Good all round education including GCSE in English and Maths (or equivalent)	
Experience	Legal secretarial experience Has used Windows products	Commercial Property experience
Personal Attributes	Well organised Can use own initiative Can prioritise own workload	
Competencies	Excellent IT skills Good communication both verbally and written Works well in a team	
Other Factors	Can work to deadlines Works well under pressure Good attendance record	

2 September 2024