



JOB DESCRIPTION

Contentious Probate Paralegal



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Position	Contentious Probate Paralegal
Department	Contentious Probate
Reporting to	Probate Partner
Office	Bishop's Stortford

Overall Purpose

You will provide administrative and technical support to fee-earners within the team.

Main Tasks

- » Carrying out legal research
- » ·Drafting correspondence and preparing legal documents such as Instructions to Counsel, court orders and Settlement Agreements under supervision of fee earner
- » ·Managing and progressing cases under supervision of fee earner
- » Organise diaries and schedule meetings
- » Diarising key dates and reminders and general file management
- » General office administrative support, e.g., typing correspondence from dictation, filing, scanning and typing attendance notes
- » Assisting with file opening and closing including obtaining client ID
- » Assisting with payments, receipts and billing
- » Dealing with incoming/outgoing calls to clients, the court and other professionals
- » Responding to telephone or email enquiries
- » Draft articles/ blogs on legal topics under supervision of fee earner
- » Assisting in team marketing initiatives
- » Interviewing witnesses and preparing draft witness statements
- » Attending meetings/ hearings with fee earners and preparing meeting attendance notes
- » Preparation of family tree genograms using MS Excel software.
- » Bundle preparation using PDF and/or Bundledocs software including cross-referencing documents and redaction using electronic software

- » Document review of documents/ disclosure / medical records for key/relevant documents
- » Indexing of documents for bundles/ disclosure
- » Managing personal data and confidential information, maintain up to date contact details on contact databases
- » Any other duties that may be required by the fee-earner

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

Job Specification

	Essential	Desirable
Education Qualifications	Educated to degree standard	Law Degree and/or LPC
Experience	Two - three years' experience in a similar role	
Personal Attributes	Well organised Good time management skills Can use own initiative Prioritise in a manner that is beneficial to the client and the Firm	
Competencies	Ability to work constructively under pressure Meet deadlines Have excellent interpersonal/client skills	
Other Factors	IT literate Experience of using digital dictation	Experience of using bundledocs and PDF software