

Job Description Form

JOB TITLE

Legal Secretary

DEPARTMENT

Matrimonial and Family Department

RESPONSIBLE TO

Head of Department – to be Mr Jeremy Tier

RESPONSIBLE FOR

None

JOB PURPOSE

Secretarial and administrative role in Matrimonial and Family Department

MAIN DUTIES

Secretarial support to the Matrimonial Department.
Typing.
Diary keeping and making appointments, tracking court dates etc.
Liaising with clients.
Liaising with other solicitors, the courts and barristers where applicable.
Administrative tasks and form filling, photocopying and filing.
Preparing court bundles when required.
Taking telephone messages.

ADDITIONAL DUTIES

Possible support to other departments, particularly the Commercial and Business Department, if required

MAIN RESPONSIBILITIES

Responsible for the day-to-day running of the department. For the accurate and efficient production of all typing required, generally using digital dictation. Production of all court papers, relevant forms and court bundles. Diary keeping and making note of important deadlines and dates relating to court cases and papers. Administrative tasks. Filing. Meeting and greeting clients both in person and over the telephone. Answering the Divorce Helpline when required. Other responsibilities as the Head of Department requests. Due to the sensitive nature of much of the work confidentiality is essential as is a calm and sympathetic manner. A smart appearance and confident telephone manner are also important.

PROPOSED REMUNERATION AND HOURS OF WORK

Full time 9am – 5.15pm. 28 days holiday including bank holidays a year. £16,500 - £17,000 per annum

DATE

8 June 2010

The company reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the business.