

Paralegal job description

Part A

1. Under the supervision of the relevant conducting fee earner to undertake litigation and provide advice in the field of Education, Community Care and Public Law and any other areas of practice in which we specialise.
2. To assist solicitors to manage caseloads to maximise fee income and efficiency, ensuring that all matters receive adequate attention.
 - 2.1 To manage files delegated to you or opened in your name as conducting fee earner.
 - 2.2 Dealing with new client enquiries and filtering cases which have to be turned down or referred elsewhere.
3. To maintain familiarity for the systems of computation and payment of costs – private and legal aid.
4. To make appropriate use of technology.
5. To ensure that all working complies with the CLS and Practice Management Standards in accordance with the Legal Aid Franchise Specialist Quality Mark Standard and Lexcel and the SRA.
6. Maintain complete familiarity with the LAA's Client and Cost Management System (CCMS). Take responsibility for assessing prospective clients' financial eligibility, obtaining full instructions and make or obtain from the relevant fee earner a full case statement for submission to the LAA. Thereafter check and maintain contact with the LAA to monitor the progress of applications and keep records in a form that can be uploaded to our network. Keep complete time records of this activity, and a separate record of all downtime caused by the LAA (which may now be chargeable to the LAA).
7. To develop and maintain a grasp in the field(s) of law in which we practise and ensure that you are up to date with all developments.
8. To account for all time during office and other working hours and carry out the firm's time recording system as directed.
9. To undertake any other duties reasonably required by the Firm.
10. To comply with the firm's administrative procedures and the Office Manual.
11. To participate in developing the firm's Education/Community Care/Public Law practice and related legal practice and promote the practice generally, including by the use of personal contacts, special interest group membership, and participating in seminars and training sessions. In conjunction with senior solicitors, endeavour to produce articles on legal topics and identify items suitable for broadcast and social media. Achieve and/or maintain membership of any relevant professional panels.

12. Participate in promotional events and lectures organised by the firm (which may involve weekend or evening working or overnight stays). Using other networking opportunities.
13. Assist in keeping up to date the material for annual submission to the Chambers Directory and the Legal 500 legal directories, including:
 - Reviews from clients
 - Fee earner Summaries of notable cases
 - Current client referees
 - Counsel referees
14. Assist in keeping our websites up to date and publishing relevant news items.

Part B

Administrative Assistance

1. To provide general support for all fee earning and administrative activities in the office throughout the day on behalf of any of the fee earners and as necessary working in close co-operation with secretaries in performing legal secretarial functions) as required.
2. Answering the telephone.
3. Making notes of telephone calls.
4. Assembling instructions and materials including bundles.
5. Keep records of all telephone and new client contact; and details of any person to whom you pass enquiries or conduct of a case.
6. Scanning and photocopying.
7. Preparing bundles of documents for counsel and courts as instructed.
8. In casework support using every opportunity to keep a complete time record of time which may be claimed for remuneration and making full file notes and records to that end.
9. Opening new files and binders and keeping the case work details up to date on the contact sheets.
10. Where necessary assisting with carrying out filing for fee earners.
11. Wrapping up the outgoing post.
12. If necessary, opening the incoming post.
15. Carrying out other duties appropriate to the post.

Reports to: The Head of Branch

Skills and Experience Required:

Law Degree or GDL

Experience of handling legal problems – preferably in the context of Education, Community Care and Public Law generally

Ability to manage time and to monitor performance.

Efficient worker, decisive character, with good commercial judgement

Good interpersonal skills - ability to work in a small team and with difficult clients under stress.

WP and keyboard skills

Experience of Case management and IT applications

Desirable

LPC

Interest/experience in public law and community care questions

Computer literate

John Ford (revised 13.01.2019)

Admin1/. /Personnel/