



JOB DESCRIPTION

Job Description: Paralegal

Responsibilities

This is a generic description of the role of a Legal Assistant/Paralegal and non-exhaustive. Duties vary considerably according to the specialist area and managerial or supervisory responsibilities. However, tasks in the various areas are likely to involve:

- attending client meetings and corresponding with, and on behalf of them;
- interviewing and advising clients and witnesses;
- explaining complex legal matters to clients and negotiating on their behalf;
- analysing, researching and summarising legal information;
- collecting information for the preparation of legal documents;
- preparing documentation for the conveyancing of property, matrimonial, probate and/or litigation work;
- drawing up wills and drafting contracts and conveyancing documentation;
- raising timely requests for payments from client ledgers and exercising care in doing so in accordance with the Solicitors Accounts Rules;
- issuing writs and summonses;
- advising and preparing documentation on the legal aspects of setting up a new business;
- calculating inheritance tax, working out the sums and explaining the terms of wills to beneficiaries;

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- liaising with fellow professionals from courts, legal practices, banks, building societies and accountancy firms;
- conducting advocacy in County and Magistrates' Courts;
- acting as commissioners for oaths for the swearing of legal documents;
- attending court to assist barristers and solicitors with the presentation of cases;
- preparing accounts on behalf of a legal practice;
- keeping up to date with changing legislation;
- filing and indexing paperwork;
- assigning and supervising the work of junior staff;
- utilising the firm's IT and dictation systems and remaining familiar with the same;
- Liaising and co-operating with other members of staff and where appropriate working as a team;
- Carry out duties given by the partners or employees faithfully and diligently and follow all reasonable instructions
- To participate in the growth and development of the department / firm
- Treat all information about the firm and its client and their business as wholly confidential
- Keeping up-to-date with changes in the law
- Attracting additional business from new and existing clients
- If required to record all chargeable hours
- Dressing in suitable attire befitting the role including when attending court on behalf of SRB
- Working and behaving in a professional manner and to the highest standards of the profession
- Complying with procedures set out in the SRB Staff Handbook.

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- Strive to attain any costs target stipulated by SRB and to participate in regular discussions as to reaching any such target
- Participate fully and in a timely manner in SRB's file audit system to include making available files to be audited and undertaking audits of the files of other fee earners if required to do so
- To manage a case load including undertaking full risk assessments in relation to the same
- To comply with all appropriate client care and complaints procedures
- Respond to incoming post, email and telephone enquiries and communications from SRB's clients and other professionals, experts and colleagues in order to progress matters and cases effectively and efficiently
- Report any potential errors, circumstance or possible negligence to the Head of Department and/or a Partner as soon as the same arises and to assist fully and promptly with the investigation of the same
- To develop and maintain good client relationship skills, gaining clients' confidence and that of other professionals
- To ensure prompt recovery of costs and disbursements in relation to the caseload in order to reduce the exposure of SRB in that respect
- To delegate effectively and efficiently so as to ensure that work carried out on files is carried out by the appropriate grade of fee earner/staff and so as to maximise profitability whilst assisting with development of other staff

Working hours

You may need to work extra hours on a regular basis with occasional evening or weekend work.

Skills

You need to show evidence of the following:

- analytical and problem-solving skills;

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- excellent communication skills, both oral and written;
- a high level of administrative skills;
- numeracy;
- the ability to work with discretion;
- a systematic working method;
- computer literacy;
- attention to detail;
- good research skills;
- ability to work under pressure

Professional development

- practical application of the law and legal practice;
- communication skills;
- client relations;
- management of workload;
- business awareness;
- professional conduct;
- self-awareness and development;
- working with others.

You will need to undertake continuing Learning and Development which is provided by employers, either in-house or through providers.

As part of the ongoing learning and development, you will need to reflect, plan, act and evaluate and to keep and maintain a training record.

Fee Contribution

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Legal Assistants/Paralegals at every level must be able to show a track record of achieving their fee contribution/annual costs target as well as time targets as specified by SRB either annually or from time to time

Actively seek opportunities to cross refer work within SRB in a timely fashion

Where possible, market, promote and advertise SRB