

JOB DESCRIPTION

JOB TITLE:	LEGAL SECRETARY
DEPARTMENT:	PERSONAL INJURY & CLINICAL NEGLIGENCE
OFFICE BASE:	DISCOVERY PARK, SANDWICH
REPORTING TO:	DIRECTOR

MAIN JOB PURPOSE:

Responsible for providing secretarial and administrative support to the Personal Injury and Clinical Negligence Teams.

KEY JOB RESPONSIBILITIES/DUTIES:

- Providing full secretarial support to the Personal Injury/Clinical Negligence teams, including arranging appointments and dealing with client queries in person and by phone, together with preparation of correspondence and documents by audio typing via the digital dictation system.
- Filing, photocopying and opening/closing client files in a timely manner.
- Maintaining and coordinating diaries and diary notes and reporting on these to the team fee earners as necessary.
- Regular consideration of client files and liaising with team fee earners on action required.
- To provide ad hoc secretarial cover for sickness and holiday absences in the team when needed.

GENERAL OBJECTIVES:

- Compliance with the firm's accounts and administrative disciplines and procedures.
- To agree clear objectives linked to the company's business plan and participate in the performance management system, assessing performance and giving feedback as relevant.
- To have a personal development plan and evaluate the effect of training on achievement.
- To clearly identify the standards and systems required to continually improve our client service.
- To comply with all the company's relevant policies and procedures.
- To ensure confidentiality on all appropriate matters and recognise that any breach of this confidentiality will be treated very seriously.

PERSON SPECIFICATION:

- Excellent audio typing skills.
- ideally be familiar with clinical negligence and/or personal injury work.

September 2023