



JOB DESCRIPTION

JOB TITLE:	LEGAL SECRETARY
DEPARTMENT:	PRIVATE CLIENT
OFFICE BASE:	HERNE BAY
REPORTING TO:	PARTNER AND DEPARTMENT

MAIN JOB PURPOSE

Responsible for providing secretarial and administrative support to Partner and Department.

KEY JOB RESPONSIBILITIES/DUTIES:

- Providing full secretarial support to Partner, including arranging appointments, 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 Partner's diary and diary notes and reporting on these as necessary;
- Regular consideration of client files and liaising with Partner on any action required;
- Accompanying fee earner on client visits (Will signings etc.);
- Dealing with document retrieval and retention, liaising with the Records Management Team and ensuring records of document whereabouts are kept up to date;
- Photocopying of complex and/or certified documents (LPA's, Wills etc);
- As a member of the secretarial team, answering incoming calls, greeting visitors to Reception, collection/delivery of daily incoming/outgoing post, and any other general office administrative duties as required.

GENERAL OBJECTIVES:

- To agree clear objectives linked to the Firm's business plan and participate in the performance management system, assessing performance and giving feedback as relevant;
- To comply with the Firm's accounts and administrative disciplines and procedures;
- 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 customer service;
- To comply with all the Firm'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.

March 2024

Signed Date.....