



JOB DESCRIPTION

# Trainee Solicitor



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<b>Position</b>	Trainee Solicitor
<b>Department</b>	All
<b>Reporting to</b>	Team Leader
<b>Office</b>	Bishop's Stortford and London

### Main Tasks

- » Carry out client work as allocated by partners and other fee-earners, under their supervision
- » Ensure that all client work is progressed expeditiously
- » At all times, to exercise high standards of client care in a professional and pleasant manner
- » Ensure the confidentiality and security of all of the firm's and client's documentation and information
- » Comply with the Solicitors Accounts Rules and the Rules on the professional Conduct of Solicitors
- » Maintain clear and precise communications with other personnel of the firm
- » Ensure good working relationships with external institutions and organisations
- » Adhere to the terms of the training contract

**This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.**

## Job Specification

	Essential	Desirable
Education Qualifications	Completion of degree and LPC	
Experience		
Personal attributes	Well organised To have good time management skills Can use own initiative Prioritise in a manner that is beneficial to the client and the firm	
Competencies	Computer literate Good communicator both oral and written Works well in a team	
Other factors	Can work to deadlines Works well under pressure Good attendance record	

28 September 2021