

JOB DESCRIPTION

Trainee Solicitor

Position	Trainee Solicitor
Department	All
Reporting to	Team Leader

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 clients 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.



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Trainee Solicitor

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	
Competences	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	

6 September 2016