



## JOB DESCRIPTION

# Legal Secretary / Paralegal



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<b>Position</b>	Legal Secretary / Paralegal
<b>Department</b>	Family
<b>Reporting to</b>	Head of Family
<b>Office</b>	Bishop's Stortford

### Overall Purpose

To provide paralegal and secretarial support to the Fee-earners in a professional and effective manner within the Firm, primarily the Family Department.

### Main Tasks

- » To prepare, save, file and schedule letters and documents as given in dictation or on instruction by the Fee-earner, checking that they are correct and in the house style prior to signing or being sent
- » To file, save and schedule documents and identify and be familiar with documents needed for any matter
- » To produce court bundles; to save documents in a manner in accordance with house style
- » To attend to clients and any other third parties/professionals in a professional way on the telephone, in person or online if requested
- » To take and record accurately and action any messages and pass on to the appropriate person without delay
- » To be able to deal effectively with the filing, storage and retrieval of clients' files and to collate instructions/briefs and court bundles as required
- » To set up new files as requested by the Fee-earner and ensure that these files are kept tidy and regularly checked
- » To become familiar with the procedures required for ALB (or any other substitute case management system) and the case management system used by the court.
- » To make appointments, arrange meetings and maintain personal and team diaries or systems, to be checked against the Fee-earner on a daily basis
- » To use document and case management systems and other office equipment in accordance with instruction
- » To ensure the confidentiality and security of all clients' documentation
- » To be able to advise clients of the current state of any file, if uncertain to contact the Fee-earner for clarification and to initiate standard letters where appropriate
- » To carry out the departmental client care policy

- » To bring to the attention of the Fee-earner any matters which are thought relevant to be considered at the monthly departmental meetings
- » To assist Fee-earners with case work by undertaking research, document drafting and client interviews as per instructions
- » To undertake paralegal tasks under the supervision of a Fee-earner
- » To undertake any other clerical duties which from time to time may be allocated
- » To undertake all duties required by the team, as and when requested
- » To be willing to attend other sites of work to carry out duties as requested

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

## Job Specification

	Essential	Desirable
Education Qualifications	Education to GCSE/A Level standard (will consider alternative equivalent)	Graduate education
Experience	Paralegal/Secretarial support experience in a legal environment.  Be IT literate including Windows, case management, document management and have experience of working in a professional services provider environment	Family or Litigation experience
Personal Attributes	Well organised Articulate and literate Can use own initiative Can prioritise workload Can deal with clients Can deal with professionals (court/solicitors) Can manage documentation (filing/referencing/scheduling)	

Competencies	Excellent IT skills with adaptability to learn new systems Be adaptable to new working practices Good communication both verbally and written Works well in a team	
Other Factors	Can work to deadlines Works well under pressure Good attendance record	

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