Job Description

**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.

Job Specification

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education****Qualifications** | Completion of Degree and LPC |  |
| **Experience** |  |  |
| **Personal Attributes** | Well organisedTo have good time management skillsCan use own initiativePrioritise in a manner that is beneficial to the client and the Firm |  |
| **Competences** | Computer LiterateGood communicator both oral and writtenWorks well in a team |  |
| **Other Factors** | Can work to deadlinesWorks well under pressureGood attendance record |  |

6 September 2016