

## **JOB DESCRIPTION: PARALEGAL**

### **1. Role**

To provide casework and administrative support to Fee Earning members of staff

### **2. Duties and Responsibilities**

#### *(a) Casework*

To the extent commensurate with experience and to the extent directed by the Fee Earner to conduct casework within the firm's selected areas of legal practice and to support the casework done by the Fee Earner, in particular:

- to assist in the preparation of bundles and the collation of documents
- to conduct legal research
- to arrange and conduct meetings with clients, sometimes including travel to meet with clients at locations outside of the office
- to draft letters, witness statements, chronologies, applications and other documents
- to attend court to issue proceedings and applications and to clerk on counsel
- to take new client calls and provide summaries for fee earners
- to conduct casework in compliance with the Legal Aid Agency requirements
- to ensure that casework is profitable and that steps are taken to maximise profitability
- to instruct and manage the work of counsel, experts and agents within the firm's written procedures.
- to complete public funding forms and conditional fee agreements
- to assist with the prompt billing and costing of files
- to identify and exploit opportunities to expand and develop the firm's casework
- to record time spent on casework

#### *(b) Administrative support*

- to take responsibility for filing the incoming and outgoing post
- to keep the firm's diaries and other central records up to date
- to ensure that all paper files and electronic files are up to date
- to work with other staff to ensure that the office and the casework is run smoothly and efficiently, covering the work of others where required
- to print out letters and collate enclosures for letters
- to print out standard letters on cases
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### **3. General**

- compliance with the firm's equal opportunities policy.
- to attend staff meetings and external meetings and seminars when necessary
- to deal appropriately with the money of the firm, its clients and the Legal Aid Fund.
- to maintain proper accounting records
- to comply with the policies set out in the Office Manual

### **4. Standard of Performance**

- you are expected to learn the firm's procedures and perform them competently and reliably
- you are expected to deal with all callers in person and by phone politely, tactfully and efficiently
- you are expected to pass messages on promptly and to consult with one or other of the partners if an urgent message is not going to be acted upon.
- you are expected to assist in ensuring that the firm runs smoothly and that a service of a high standard is provided to clients and all with whom the firm has contact.

### **5. To whom responsible:**

You will be responsible to the Staff Partner, Polly Glynn.