

Job description

Position: Float Legal Secretary
Department: All departments
Reporting to: HR
Location: Hartlepool, Stockton & Wynyard Park and very occasionally Barnard Castle

Job summary

The purpose of this role is to provide secretarial cover across a wide range of legal departments and to directly support fee earners. This will include but will not be limited to the main responsibilities given below. This role requires the successful candidate to use a high degree of self-management and initiative.

Main duties and requirements

- Provide enhanced support to fee earners and be confident and willing to use own initiative.
- Full generic secretarial support to fee earners, as required, including preparing correspondence and documents through fast and accurate audio-typing and word processing.
- Attending clients to answer queries and assist with paperwork.
- Prepare documents from instruction sheets.
- Administer both manual and electronic filing daily.
- Complete conflict checks before opening files.
- Opening, maintaining and closing files on LawSoft at both Client and Matter level.
- Closing, storing and retrieving client files.
- Prepare mail and enclosures for dispatch.
- Arrange for all copying to be done.
- Make appointments, arrange meetings and maintain an up-to-date diary for his/her fee earner(s).
- Diarise key dates.
- Provide support to other secretaries as required.
- Provide guidance to new and temporary staff when required to do so.
- Attend clients, both in person and on the telephone, and provide such support in a professional and friendly manner in-keeping with the Company's standards for client care.
- Undertake any specific training when required by the Company and to have overall responsibility towards self-development.
- Ensure the confidentiality of all the Company's and the Company's clients' information and documentation.
- To contribute ideas and suggestions on how departments can work more efficiently using your knowledge of how other department work.).

Preferred skills and experience

- Experience of working in a legal environment.
- Fast and accurate audio and copy typing skills, including digital dictation and integrated legal software systems.
- Experience of Microsoft Office Suite, including Word and Excel.
- Excellent English grammar/spelling; familiarity with legal terminology and numerical skills.
- Excellent communication and interpersonal skills, including experience in dealing with a range of clients via telephone and face-to-face.
- Discretion and confidentiality is essential.
- Ability to organise and prioritise your workload to the required standard and within the required timescales.
- Ability to work effectively within a team as well as independently.
- Ability to work to strict deadlines as and when required; this may involve some flexibility in working hours and occasional overtime where deadlines need to be met.
- Proactive and able to use own initiative within guidelines as set by the Partners and fee earners.
- Remain up to date with regards to departmental changes and the services provided across the offices.

Person specification

- Self-motivation; energy, positivity and eager to learn with a can-do attitude.
- Flexibility.
- Confidentiality and discretion.
- Proactive; willing to use initiative.
- Able to work well independently as well as part of a team.

Any other duties

This job description is not restrictive in any way and should be regarded only as a guideline to the duties required and may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment.