

## JOB DESCRIPTION

|                   |                        |             |              |
|-------------------|------------------------|-------------|--------------|
| <b>Job Title</b>  | <b>Legal Assistant</b> |             |              |
| <b>Reports To</b> | Head of Department     |             |              |
| <b>Version</b>    | 2                      | <b>Date</b> | October 2022 |

### Summary

To maintain high standards of service to clients of Burnetts consistent with the firm's policies and procedures and to promote the firm's position as a major business. Specifically, to provide a comprehensive, efficient and high-quality legal service to meet the needs of the business.

### Expectations

- Whilst this role is mostly a non-fee earning role, you may be asked to undertake a small amount of fee earning responsibility within the department in accordance with your ability.
- In this event an annual target will be provided and time recording all chargeable hours will be required.

### Core Duties

To assist the lawyers in the department with specific legal tasks, but also across the firm as directed by the Head of Department. Duties will include, but not be limited to:

- Proactively manage diaries and arrange appointments.
- Liaise and build relationships as appropriate with clients and their support staff
- Book client and internal meetings including conference calls
- Contact with client to obtain necessary information to provide to Compliance for conflict checks, smart search etc to take place (where delegated by HOD).
- Prepare initial requirements letter to client.
- Liaising with Compliance as necessary to ensure all relevant client information is up to date on Partner.
- Preparing and giving quotes as delegated by HOD or department based fee earner.
- Generating monthly bills & time recording write offs as applicable to department.
- Liaising with cashiers to arrange payments & cheque requests as required.
- Prepare correspondence and documents from digital dictation and copy typing where required.
- Use the case management system.
- Prepare documents and bundles for fee earners
- Liaising with Compliance as necessary to open and close files.
- File, archive, photocopy, scan and fax documents as and when required
- Liaise with counsel and other legal representatives as the role requires
- Proactively assist with ad-hoc business development and communications activities e.g. client events, contact reports, delegate packs etc.
- Post completion tasks
- Conducting initial case research as requested and passing to fee earner.
- Assisting with the Admin Host duties where capacity and capability allows.

To facilitate the smooth running of the business, and in pursuance of maintaining Burnetts' high quality client service, you may also be requested to undertake other duties as directed by the Head of Department determined to be within your capability.

The contents of this description are not exhaustive and all employees are expected to undertake additional tasks as and when required by the employer.

## KEY SKILLS AND ATTRIBUTES

| Criteria                          | Essential   | Desirable   |
|-----------------------------------|---|---|
| <b>Qualifications</b>             | <ul style="list-style-type: none"> <li>• GCSEs or equivalent qualification (Grade A-C English)</li> </ul>   | <ul style="list-style-type: none"> <li>• A level or equivalent qualification</li> <li>• Secretarial/typing qualification</li> </ul> |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• Secretarial/administration experience</li> <li>• Experience of digital dictation</li> <li>• Typing to a high standard and accurately</li> <li>• Sound knowledge of Microsoft Office including Outlook, Word &amp; PowerPoint</li> <li>• Excellent written and spoken English</li> </ul>                | <ul style="list-style-type: none"> <li>• Experience of case management software</li> </ul>  |
| <b>Skills &amp; Abilities</b>     | <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Able to organise and prioritise work</li> <li>• Ability to work to strict deadlines</li> <li>• Team working and working individually</li> <li>• Excellent communication &amp; interpersonal skills<br/>Can demonstrate the firm's core values and behaviours</li> </ul> |   |
| <b>Personal Attributes</b>        | <ul style="list-style-type: none"> <li>• 'Can-do' Attitude</li> <li>• Proactive</li> <li>• Shows initiative</li> <li>• Professional and polite</li> <li>• Ability to remain calm in hectic situations</li> <li>• Reliable, adaptable &amp; dedicated</li> <li>• Discreet and maintains confidentiality</li> </ul>                               |   |