

JOB DESCRIPTION

JOB TITLE:	Conveyancing Assistant
NAME:	_____
JOB OBJECTIVE:	To provide secretarial and clerical support to fee earners in the practice.
RESPONSIBLE TO:	Partners

KEY TASKS

1. Greeting clients on arrival
2. Audio word processing
3. Time recording
4. Private billing
5. Seeing clients and taking initial instructions
6. New file opening and closing
7. Relief reception/switchboard duties including answerphone
8. Maintain (central) diaries and make appointments when required
9. Deeds and will maintenance
10. Own file archiving (and strong room where appropriate)
11. Sorting and delivering incoming and outgoing mail, local collection and delivery including DX and use of franking machine
12. Updating legal reference materials
13. Filing and other clerical duties
14. Photocopying as required
15. Consumables ordering
16. Organising janitorial duties
17. Contribute to maintaining a safe and healthy working environment
18. Contribute to maintaining and improving office procedures
19. Any other duties which from time to time are required by the firm

JOB SKILLS REQUIREMENT

	ESSENTIAL	DESIRABLE
SKILLS	Strong inter personal skills Word processing Literate and numerate Methodical	
KNOWLEDGE	Confidentiality requirements Domestic conveyancing	The firm's word processor software
EXPERIENCE	Experience as a legal conveyancing secretary Ability to work with minimum supervision	Experience as a receptionist.