

JOB DESCRIPTION

JOB TITLE:	Crown Court Clerk
NAME:	
JOB OBJECTIVE:	To provide high quality legal advice, assistance and advocacy for clients of the firm and contribute to maintaining high standards of client care
RESPONSIBLE TO:	Partners

KEY TASKS

1. Taking client instructions, providing legal advice and assistance
2. Running a case load of client matters in accordance with office procedures
3. Dealing with client enquiries
4. Maintaining knowledge and skills through legal training and research
5. Contribute to maintaining a safe and healthy working environment
6. Contribute to maintaining and improving office procedures
7. Any other duties which from time to time are required by the firm

JOB SKILLS REQUIREMENT

	ESSENTIAL	DESIRABLE
SKILLS	Strong interpersonal skills Good advocate Literate and numerate	
KNOWLEDGE	Confidentiality requirements Sound understanding of areas of law undertaken	qualified solicitor
EXPERIENCE	2 years previous experience	