

## JOB DESCRIPTION

|                 |   |
|-----------------|---|
| JOB TITLE:      | Legal Executive   |
| NAME:           | XXXX  |
| JOB OBJECTIVE:  | Undertake fee earning duties and provide assistance to the partners in the conduct of the firms casework. |
| RESPONSIBLE TO: | Partner   |

### KEY TASKS

1. Legal Aid and Assistance at police station to clients of the firm.
2. Taking initial instructions from clients in office.
3. Advocacy/representation for clients as and when appropriate.
4. Obtaining and preparing file documentation.
5. Maintain legal knowledge and skills
6. Maintenance of Crown Court files as and when required.
7. Contribute to maintaining a safe and healthy working environment
8. Contribute to maintaining and improving office procedures
9. Any other duties which from time to time are required by the firm

### JOB SKILLS REQUIREMENT

|                   | ESSENTIAL   | DESIRABLE                          |
|-------------------|---|------------------------------------|
| <b>SKILLS</b>     | Strong inter personal skills.<br>Word processing.<br>Literate and numerate. |                                    |
| <b>KNOWLEDGE</b>  | Confidentiality requirements.   | The firms word processor software. |
| <b>EXPERIENCE</b> | Experience in a legal secretary.  | Experience as a receptionist.      |