

## JOB DESCRIPTION

JOB TITLE:	Legal Secretary
NAME:	XXXX
OBJECTIVE:	To provide secretarial and clerical support to fee earners in the practice.
RESPONSIBLE TO:	Partners

### KEY TASKS

1. Audio word processing.
2. Reception duties
3. Liaising with clients when necessary in the office and by telephone.
4. Liaising with others by telephone
5. Relief reception duties
6. Maintain (central) diaries and make appointments when required
7. Deeds and will maintenance
8. File archiving and strong room maintenance
9. Sorting and delivering outgoing mail, and franking machine
10. Updating legal reference materials
11. Filing and other clerical duties.
12. Photocopying as required.
13. Checking Legal Aid payments and distribution thereof
14. Consumables ordering
15. Payment in to and requisition of cheques and cash from cashiers.
16. Arranging janitorial services
17. Maintenance of office petty cash and banking
18. Contribute to maintaining a safe and healthy working environment
19. Contribute to maintaining and improving office procedures
20. 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.	
KNOWLEDGE	Confidentiality requirements.	The firms word processor software.
EXPERIENCE	Experience as a legal secretary.	Experience as a receptionist.