

JOB DESCRIPTION

JOB TITLE:	Paralegal Fee Earner
NAME:	_____
JOB OBJECTIVE:	Undertake fee earning duties and provide assistance to the partners in the conduct of the firms casework.
RESPONSIBLE TO:	_____

KEY TASKS

1. Taking initial instructions from clients in office.
2. Obtaining and preparing file documentation.
3. Maintenance of Crown Court files as and when required.
4. Running a case load of client matters in accordance with office procedures
5. Dealing with client enquiries
6. Maintain legal knowledge and skills
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
SKILLS	Strong interpersonal skills. Literate and numerate.	Word processing.
KNOWLEDGE	Confidentiality and other ethical requirements requirements.	The firms word processor software.
EXPERIENCE		Experience as a fee earner Experience as a receptionist.