

## JOB DESCRIPTION

JOB TITLE:	POLICE STATION REPRESENTATIVE
NAME:	XXXX
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 to clients of the firm who are in custody at the Police Station
2. Undertaking the above duties with regard to CDS regulations and requirements
3. Preparing attendance and case notes in respect of Police Station attendances, subject to office procedures
4. Dealing with client enquiries and providing Police Station telephone advice and assistance where appropriate
5. Maintaining knowledge and skills through legal training and research
6. Maintain sufficient Police Station attendance to allow for continued accreditation
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 inter-personal skills Good advocate Literate and numerate	Computer literate
KNOWLEDGE	Confidentiality requirements Sound understanding of areas of law undertaken	Qualified solicitor
EXPERIENCE	Fully accredited Police Station Representative Two years previous experience as a fee earner	Accredited Duty Representative