

Job Description – Slade Legal - VACANT

Job Title: Legal Secretary

Department: Family

Reports to: Head of Department, Family Solicitor

Location: Slade Legal, 7 St Martins Street, Wallingford, Oxon, OX10 0AN

Hours: Part time / Permanent 21 hours / School hours days considered. Must include Wednesdays (Ideally Mondays, Wednesdays, Thursdays).

Start date: As soon as possible.

Salary and T&C's: Commensurate with experience
3% employer pension contributions
15 days holiday (based on 21 hours per week) + usual bank holidays
pro-rated to contracted hours.

About the organisation:

Slade Legal is a well-regarded and established high street legal practice based in Oxfordshire, employing about 55 staff across three legal offices. We provide a full range of professional legal services from all sites. The Family department has teams at Didcot, Wallingford and Abingdon Head Office.

Wallingford

Steeped in local history, Wallingford is an attractive historic Oxfordshire town, that sits on the River Thames. Its thriving town centre offers lots of independent shopping, and no less than four regular markets. Our friendly, established offices nestle well and truly within the heart of the town, proudly serving both local and national clients.

Main purpose of the job:

We are recruiting for an experienced family secretary for our family legal team at our Wallingford branch.

Reporting to the head of the Family department based in Wallingford, the candidate will be responsible for supporting a professional and efficient family legal service.

The candidate will have an excellent client manner; be technically skilled in family work, with solid experience of case management. They will be able to work proactively on family files, sometimes with minimal supervision.

The Candidate

The successful candidate will be an experienced, committed family legal secretary, who loves secretarial work. They will have recent experience of working in an administrative support role doing family legal work, in a Family department.

They will provide excellent front-line support to the head of department and a professional administrative service to clients. They will take personal responsibility to learn on the job and assist in supporting the growth of the Family department.

Based at the Wallingford office, they will happily assist with light and occasional reception duties including answering the telephone and answering the door on a rota basis when required.

At this time, we are not seeking paralegals or aspiring lawyers for this role, and we kindly ask those candidates to keep an eye on our website for more suitable fee earning opportunities.

Main duties:

- Quickly respond to existing clients and new business enquiries
- Administration including but not limited to audio typing standard and nonstandard letters, producing letters, forms and documents which utilise Case Management and IT systems
- Be familiar with and able to administer and set up video conferencing (e.g., MS Teams, Zoom or Skype)
- Drafting of simple documents (e.g., divorce petitions)
- Preparing correspondence and documents as well as amending and formatting more complex documents.
- Attending clients over the phone and providing assistance in a professional and friendly manner.
- Proactive diary management
- Providing the highest levels of accuracy, speed, confidentiality and presentation
- Prioritising and arranging meetings and other appointments
- Opening new files, filing, photocopying, cheque requests, capturing, closing and archiving of files, running monthly bills and diarising payments thereof, DX & post preparation
- Meet with clients face to face, to help administer and progress family matters as instructed by the supervising solicitor.
- Provide clients with updates in relation to the day-to-day relevant matters via phone, email and face to face
- On the supervising solicitor's instructions, bill for work done on client's behalf, chasing invoices if necessary and liaising with the Finance Department
- Meeting all due diligence and compliance requirements including those relating to ID, letters of engagement, conflict check and AML regulations
- Ensure high quality communication with the company's internal teams and individuals
- Deal with incoming post in the solicitor's absence, matching post with the file and forwarding post where relevant
- Report faulty equipment / software to appropriate parties.

- Attend relevant team meetings.
- Participate in other activities and projects; flexibility as required.
- Carry out any other reasonable task that may be requested by the supervising solicitor

Compliance & quality standards

Ensure compliance with the Solicitors Regulation Authority
 Abide by all company Health & Safety procedure
 Assist with Compliance related matters relevant to the department
 Carry out reasonable tasks that may be requested by your line manager

Personal Attributes

Motivated, well-organised, flexible and with a can-do attitude
 Proactive and works under pressure
 Efficient and effective secretary with good typing and organisational skills
 Excellent attention to detail
 Strong written and oral communication skills
 Takes responsibility for their own work subject to supervision
 Ability to deal with competing priorities and meet deadlines
 Shows understanding of client's needs and tailors service appropriately
 Calm and confident team player with good interpersonal skills and "can do" attitude.

Person Specification:

Criteria	Desirable	Essential
Experienced and committed family legal secretary		X
Someone who can prepare, format and amend family legal documents		
Someone who can draft simple documents (divorce petitions)		X
Someone who enjoys regular client interaction and assisting with client queries on solicitor's behalf.		X
Someone who has worked as a family secretary within a family department at a solicitor's practice		X
A person who is confident with Legal Case Management and Microsoft suite (Outlook, Windows 10, EXCEL)		X
A fast, accurate typist (Min 60 WPM) who can use digital dictation.		X
A professional, confident verbal communicator.		X
Someone who can manage changing priorities and who works well under pressure		X
A person who is well organised.		X

Someone who will answer telephones, transfer calls, deal with client queries, take messages and make appointments.		X
Someone who can assist to cover Reception on a rota basis		X
Someone who can provide backup secretarial cover to other fee earners within the office.		X
Someone who can work part time from our Wallingford office.		X
Someone who will report to a supervising solicitor.		X
Someone who will abide by all company HASAW requirements, Compliance regulations and professional standards.		X

Please note that this is not a paralegal or support layer / fee earning role. Thank you.

21 September 2021

approved HD 21.09.2021