

Job Description – Slade Legal - VACANT

Job Title: Legal Secretary

Department: Private Client

Reports to: Private Client Lawyer / Didcot

Location: Slade Legal, The Old Bank, 137 The Broadway, Didcot, Oxon, OX11 8RQ

Hours: Full or part time / Permanent 28- 35 hours (09:00 – 17:00 Mon- Fri / or day off in the week (day to be determined))

Start date: W/C 09.08.2021

Salary and T&C's: Commensurate with experience
3% employer pension contributions
25 days holiday depending on hours + usual bank holidays (FTE)

About the organisation: Slade Legal is a highly regarded and well-established high street legal practice based in Oxfordshire, employing about 70 staff across three offices. We provide a full range of professional legal services from all sites. The Private Client department has teams at Didcot, Wallingford and Abingdon Head Office.

Main purpose of the job:

Reporting to the Private Client fee earner based in Didcot, the candidate will be responsible for supporting a professional and efficient family legal service.

The candidate will have an excellent client manner and enjoy regular client contact; under supervision, be eager to learn how to progress matters on file and take initiative (such as learning how to draft simple wills and covering letters); be technically skilled in administrative work, with solid experience of case management.

The Candidate

The successful candidate will be an experienced legal secretary. They will ideally have recent experience of working in an administrative support role doing Private Client legal work, in a legal environment.

They will provide excellent front-line support to the main fee earner 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 Private Client department.

Based at the Didcot 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.

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
- Drafting Wills and Lasting Powers of Attorney with appropriate supervision
- 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.
- 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 private client 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 fee earner'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 fee earner.

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.

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 private client legal secretary		X
Someone who can prepare, format and amend private client legal documents		
Someone who can draft simple documents (wills, lasting powers of attorney)		X
Someone who enjoys regular client interaction and assisting with client queries on fee earner's behalf.		X
Someone who has worked as a private client secretary within a private client 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 from our Didcot 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.