

Job Description



Job Title Legal Secretary (Family)

Location Stockton-on-Tees

Summary

To provide secretarial and administrative support to multiple fee earners across the Family team.

Main Duties

- Type audio dictation, letters, telephone notes, file notes, statements
- Preparing forms for court
- Preparing indexes and bundles for court
- Create paying in slips and requesting cheques
- Processing client documentation
- Answering the telephone, forwarding calls to fee earners and/or taking messages as appropriate.
- Checking ID, AML searches, Name Searches, Media checks etc.
- Opening files for new clients
- Closing file and making sure accounts are clear
- Preparing clients monthly bills from matter listing and sending out to clients
- Provide cover for other secretaries' holidays and absence
- Franking of post as required
- General typing as required
- Providing ad-hoc support to fee earners in the Private Client team, in line with the needs of the business

Required Skills, Experience and Attributes:

- Experience of working as a legal secretary
- Prior experience of working within a Family department would be beneficial
- Excellent IT skills (Microsoft Word / Excel/ Outlook etc)
- Good communication skills
- Enjoys working in a fast-paced environment
- Ability to multi-task and prioritise workload
- Ability to work well in a team

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.