

Job Description : Legal Secretary : Family/Litigation

Background

Howell-Jones is a medium sized Surrey and London based law firm, which has teams in the different legal disciplines and whose primary focus is providing a great service to its clients.

Our lawyers are specialists in their field, undertake largely private paying work, have a range of clients from private individuals and companies through to fellow professionals and charities; and work well together in a happy environment. The teams are hard working and friendly, but everybody is expected to be both a team player and an ambassador of the firm. Our teams also cross refer quite extensively, which is aided by good relationships between staff across our offices.

Litigation and Family Teams

Our Kingston office (situated between Kingston and Surbiton) is host to a number of members of the Litigation and Family teams. These lawyers range from 4-5 years qualified to 'Grade A', namely those with many years experience. Both teams are busy with the lawyers conducting numerous cases and often reacting to urgent requests for representation.

The Role

Your primary role would be to support lawyers in both the Litigation and Family teams. These teams already have secretarial and admin support, therefore you would be expected to work in harmony with the other support staff with the ultimate aim to ensure lawyers are able to service their client base and maintain efficient case management.

Duties

The primary duties (although the list is not exhaustive) would be:

Typing (audio [digital dictation] and copy).

File organisation/maintenance.

Telephone work (confidently receiving and making calls to clients, other solicitors, Courts, and suppliers).

Organising electronic diaries and making appointments/organising meetings.

Invoicing and preparing financial statements.

Providing support to lawyers during meetings.

Helping with post (including scanning where appropriate).

Archiving.

IT

We embrace technology and are always looking at ways that we can utilise IT to run the business efficiently and support our staff.

Experience and attitude required

Both of our teams are busy and intend to increase capacity over the coming months. Therefore, the role would ideally be suited to somebody who has good keyboard/audio and/or copy typing skills (is able to efficiently produce good quality letters, e-mails and documents); is experienced in using Microsoft Office/Outlook software; can learn and use legal/other databases quickly and proficiently; and ideally has some legal secretarial background. Further, it is important that the person is confident yet polite on the telephone. Finally, we are a forward thinking and energised firm. Therefore we are looking for an enthusiastic person to not only support our lawyers, but also the firm generally, as it seeks to attract new business, undertakes projects and ventures both now and in the future.

What to do now?

If you think this sounds like you, then let us know. Send your CV to both Sarah and Juliet with details of your salary expectation and why, putting aside the CV, you believe you are 'right for the job'. We look forward to hearing from you.