

Job Description: Duty Solicitor
Location: Chesterfield Office
Reports to: David Gittins
Hours: Full-time, or part-time to comply with LAA requirements
Salary: Negotiable, depending upon experience

Main Purposes

- To undertake fee-earning work and provide a profitable contribution to the work of the department including out of hours rota
- To ensure the successful development of the firm in line with the business plan

Key Tasks (non-exhaustive)

- Ensure that all client work is progressed expeditiously
- At all times to exercise high standards of client care in a professional and pleasant manner
- Ensure the confidentiality and security of all of the firm's and client documentation and information
- Comply with the Solicitors' Accounts Rules, the Solicitors' Code of Conduct and the firm's anti-Money Laundering Arrangements
- Maintain clear and precise communications with other personnel of the firm
- Ensure good working relations with external institutions and organisations
- Conduct of matters on behalf of clients
- Supervision of fee-earning work undertaken by colleagues
- Management of support services for which (s)he is responsible, including supervision of secretaries, paralegals and office juniors
- Participation in marketing activities whether on a firm wide, departmental or office basis
- Financial control with regard to cash flow control through collection of monies on account and billing procedures

Skills and Experience

- Duty Solicitor Qualification – court and police station
- Competent in computer use relevant to fee earners
- CPD requirement complied with