

**Job Description:** Duty Solicitor

**Location:** Nottingham

**Reports to:** Nicholas Walsh

**Reported to by:** Office Junior, Secretary, Trainee Solicitors, Paralegal

### **Main Purposes**

- To undertake fee-earning work and provide a profitable contribution to the work of the department
- To ensure the successful development of the firm in line with the business plan
- To undertake a full share of the duty solicitor rota and develop new business

### **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/Training requirement complied with