

Job Description: Legal Secretary

Location: Nottingham

Reports to: Fee Earners

Key Tasks (non-exhaustive)

- To prepare correspondence and documents through audio-typing, word processing and the operation of a scanner
- To administer filing which will include daily filing and file management in accordance with the detailed procedures contained in the Office Manual
- To prepare mail and enclosures for despatch
- To arrange for all copying to be done, in person if the office junior is not available to undertake the task
- To make appointments (in office and prisons etc.), arrange meetings and to maintain an up-to-date diary
- To provide support for other secretaries as required
- To provide guidance to junior and temporary secretaries when required to do so
- To attend client's both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's standards for client care
- Prepare post for despatch
- Act as receptionist/telephonist
- To prepare files for fee-earners

Skills and Experience

- Trained in secretarial practice
- High word-processing and audio typing skills
- Previous experience as a legal secretary or experience of working in an alternative professional office
- Crime experience preferred