



Job Description: Legal Secretary

Location: Nottingham

Reports to: Fee Earners

Main Purposes

The prime role of the legal secretary is to provide direct support to his/her principal to enable the principal to operate at optimum efficiency. This will include but will not be limited to the main responsibilities given below. The legal secretary is expected to use a high degree of self-management and initiative.

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 prepare the interview rooms for meetings as necessary and for the tidying and clearance of the room at the end of the meeting
- To provide refreshments when asked to do so

- 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
- To undertake any specific training when required to do so and overall to have a responsibility towards self-development
- To ensure the confidentiality of all the firm's and client's documentation and information
- Deliver messages to the courts
- Collect and distribute Document Exchange mail
- Deliver Document Exchange mail
- Prepare post for despatch
- Take special deliveries to the Post Office
- Act as receptionist/telephonist
- Deliver the banking
- Manage electronic diaries and e-mail
- To manage and document Legal Aid Orders coming into the office
- To prepare files for fee-earners and secretaries

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