



<b>Job Description:</b>	Legal Secretary
<b>Location:</b>	Derby
<b>Reports to:</b>	Fee Earners
<b>Hours:</b>	37.5h per week
<b>Salary:</b>	Subject to legal experience
<b>Closes:</b>	21 August 2024

### **Main Purposes**

We are a well-established and busy legal practice specialising in criminal and regulatory defence work. Although we have offices throughout the East Midlands, this position is within our office in Derby city centre. The successful applicant will be expected in time to carry out duties using their own initiative. Support and training will be provided.

### **Key Tasks (Non-exhaustive)**

- To prepare correspondence and documents through audio-typing, word processor and operation of a scanner
- To administer filing which will include daily filing and file management in accordance with the detailed procedures contained within the office manual
- Open files and record fee-earner time on our accounting system
- Prepare files for billing
- To prepare mail and enclosures for despatch, including Document Exchange
- To arrange for all copying to be done in person where fee earners do not undertake this task
- To make appointments (in office and prisons etc), arrange meetings and to maintain an up-to-date diary

- To attend clients 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 of client care
- To ensure the confidentiality of all the firm's and client's documentation and information
- Act as receptionist

### **Skills and Experience**

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

### **To apply**

Please send a covering letter and CV to partner David Gittins [david.gittins@vhsfletchers.co.uk](mailto:david.gittins@vhsfletchers.co.uk)