

Job Description

Job Title	Crime Duty Solicitor
Department	Crime
Main duties and responsibilities	<ul style="list-style-type: none"> Provide legal advice within your area of expertise to clients. Carry out your work for the Firm and the client professionally and to the highest possible standards. Deal with all communications promptly and ensure that all is appropriately carried out and recorded. Carry out invoicing and credit control on matters for which you are responsible. Effectively market the Firm and oneself on the basis of providing ongoing support to existing clients and bringing in new clients. Cross sell the Firm's full range of legal services. Work on an individual basis or as a member of a team. Maintain continuous professional development requirements.
Knowledge and skills required	<ul style="list-style-type: none"> Solicitor's Practising Certificate. A keenness to keep abreast of changes from time to time in law, practice and procedures together with a willingness to attend training seminars arranged by the Firm. Demonstrated communication skills with clients and a capacity for a sympathetic approach to emotional problems. An ability to communicate in plain English both verbally and in writing with clients and Solicitors for opposing parties. Experience and/or working knowledge of Criminal Law. A knowledge of availability of Counsel and experts in the field of Criminal and Road Traffic Law. Full driving licence.
Other relevant comments	<ul style="list-style-type: none"> The Firm adopts the principles of equal opportunities and non-discrimination as detailed in its Office Manual.

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From our offices in Peterborough, Oundle, Huntingdon, St Neots and Cambridge we serve our local communities with a refreshingly modern and personal touch, backed up by professionalism and legal expertise.

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For further information concerning this job opportunity please contact a member of the HR Team on 01733 882800 or email hr@hcsolicitors.co.uk.



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