

## Job Description

<b>Job Title</b>	Paralegal
<b>Main role</b>	<ul style="list-style-type: none"> <li>  To provide cost effective and efficient support to lawyers in the department.</li> <li>  To provide general administrative support to the department</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>  To support our lawyers with administrative tasks, case management duties and general team responsibilities, together with certain elements of fee earning work under supervision, including: <ul style="list-style-type: none"> <li>• File opening and client care correspondence.</li> <li>• Preparation of draft documents and forms for lawyer's review and approval.</li> <li>• Review of files and preparation of file summary notes.</li> <li>• Other tasks specific to the particular practice area, including for example dealing with HMCTS, HMRC or Land Registry forms and filings as appropriate.</li> <li>• Assisting lawyers with the day-to-day running of their caseload.</li> <li>• Preparing all necessary internal accounts forms and filings, and understanding client ledgers.</li> <li>• File closing and managing deeds/document storage.</li> </ul> </li> <li>  To undertake legal research on a variety of matters and communicate research findings to lawyers in a clear and comprehensive manner.</li> <li>  To attend client meetings with lawyers and take orderly and comprehensive notes</li> <li>  To make and receive telephone calls and deal with basic telephone enquiries including routine client enquiries and communications.</li> <li>  To provide administrative support across the department including photocopying, scanning, filing and collating large scale plans.</li> <li>  To ensure that client matter files are kept up to date with correspondence and documents.</li> <li>  To provide support in a professional and friendly manner in keeping with the firm's missions and values.</li> </ul>
<b>Knowledge and skills required</b>	<ul style="list-style-type: none"> <li>  Hard working and can demonstrate initiative.</li> <li>  Excellent verbal and written skills.</li> <li>  Good organisational skills and the ability to complete assigned tasks effectively and promptly.</li> <li>  Enthusiastic team player.</li> <li>  High attention to detail.</li> <li>  The insight to ask questions of lawyers so as to develop new skills and knowledge within the areas of law which the department handles.</li> <li>  A desire to learn and progress.</li> <li>  Minimum 2:1 qualifying law degree or degree in any subject plus the GDL.</li> </ul>
<b>Other relevant comments</b>	<p>For those paralegals going on to apply for a training contract, you will also need:</p> <ul style="list-style-type: none"> <li>  Completion of the LPC or SQE prior to commencement of your training contract.</li> </ul>

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With impressive accreditations across numerous professional bodies and a transparent fees structure, our culture and standards make us the ideal place for you to come whenever you need legal advice or support.

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



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24/05/2023