

## Job Description

<b>Job Title</b>	Crime Duty Solicitor
<b>Department</b>	Crime
<b>Salary Guide</b>	£37,500 - £42,000
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>▮ Provide legal advice within your area of expertise to clients.</li> <li>▮ Carry out your work for the Firm and the client professionally and to the highest possible standards.</li> <li>▮ Deal with all communications promptly and ensure that all is appropriately carried out and recorded.</li> <li>▮ Carry out invoicing and credit control on matters for which you are responsible.</li> <li>▮ Effectively market the Firm and oneself on the basis of providing ongoing support to existing clients and bringing in new clients.</li> <li>▮ Cross sell the Firm's full range of legal services.</li> <li>▮ Work on an individual basis or as a member of a team.</li> <li>▮ Maintain continuous professional development requirements.</li> </ul>
<b>Knowledge and skills required</b>	<ul style="list-style-type: none"> <li>▮ Solicitor's Practicing Certificate.</li> <li>▮ 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.</li> <li>▮ Demonstrated communication skills with clients and a capacity for a sympathetic approach to emotional problems.</li> <li>▮ An ability to communicate in plain English both verbally and in writing with clients and Solicitors for opposing parties.</li> <li>▮ Experience and/or working knowledge of Criminal Law.</li> <li>▮ A knowledge of availability of Counsel and experts in the field of Criminal and Road Traffic Law.</li> <li>▮ Full driving licence.</li> </ul>
<b>Other relevant comments</b>	<p>Must comply with the firm's policies and procedures in the Office Manual.</p> <p>The Firm adopts the principles of equal opportunities and non-discrimination as detailed in its Office Manual.</p>

Hunt & Coombs Solicitors is an established law firm offering a full range of company and personal legal services.

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.

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 [recruitment@hcsolicitors.co.uk](mailto:recruitment@hcsolicitors.co.uk).



Hunt & Coombs LLP is authorised and regulated by the SRA, No. 443035

## Hunt & Coombs solicitors

### Peterborough

35 Thorpe Road,  
Peterborough  
PE3 6AG

t: 01733 882800

e: [info@hcsolicitors.co.uk](mailto:info@hcsolicitors.co.uk)

### Huntingdon

Acre House  
70c High Street,  
Huntingdon PE29 3DJ

t: 01480 411224

### Oundle

4 New Street,  
Oundle  
PE8 4ED

t: 01832 273506

### St Neots

12 Eaton Court Road,  
Colmworth Business Park,  
St Neots PE19 8ER

t: 01480 702207

### Cambridge

162 Tenison Road,  
Cambridge  
CB1 2DP

t: 01223 463183

17/09/2024