



Chattertons, Role Profile and Person Specification.

Role Profile:

Job Title: Legal Assistant	Hours of Work: Monday – Friday 9.00 am – 5.15 pm
Salary : £16,483.20 per annum	Location: Lincoln
Reports to: Team Leader	

Summary:

The Legal Assistant will form part of the document production team undertaking pool typing and document filing across all areas of the business.

They will support Senior Legal Assistants as directed by the Team Leader.

They will produce letters and documents through manual transcription, digital dictation and voice recognition software, take telephone calls and provide reception cover.

Key Duties and Responsibilities:

- Perform typing/word-processing accurately and to deadlines across all areas of law at the Lincoln office.
- The Legal Assistant will be expected to undertake work across all areas of the company and provide cover to Senior Legal Assistants as directed by the Team Leader.
- Maintain client and company confidentiality.
- Transcribe information from audio and manual documents.
- Provide support to other offices as directed by the Team Leader.
- Take telephone calls and convey messages in a timely manner.
- Arrange appointments.
- Maintain manual and electronic document filing and case management systems.
- Provide reception cover.

Person Specification:

	Essential	Desirable
Qualifications	Secretarial qualification or equivalent experience.	Experience of Connect and SOS or similar case management and accounts systems.
Knowledge	Knowledge of Microsoft Office.	Previous experience in a legal practice. Experience and knowledge across different areas of the law.
Skills	Excellent communications skills.	

	<p>Ability to work under pressure and to tight deadlines.</p> <p>Structured and organised.</p> <p>Typing speeds of at least 50 WPM.</p> <p>Client service skills</p>	
Competencies	<p>Proactive and tactful.</p> <p>Supporting and highly efficient.</p>	
Attributes	<p>Willing to be flexible to meet the company's needs.</p> <p>Team player.</p>	

Chattertons recognises that it is essential to provide equal opportunities to all persons without discrimination. The Company has an Equality and Diversity Policy and this sets out the Company's position on equal opportunity in all aspects of employment. This is available upon request.