

## Job Description

Name: \_\_\_\_\_  
Department Personal Injury and Court Department  
Job Title Legal Secretary  
Office Lancaster  
Responsible to: \_\_\_\_\_  
Supervising Partner: Ian Gee  
Date: \_\_\_\_\_

### Required skills, qualification and experience:

Minimum one year experience as Legal Secretary. Excellent copy / audio typing skills

### Main responsibilities:

1. To observe / comply with lawful instructions of Practice Manager and Partners.
1. To administer filing which will include daily filing and the opening, closing, storage and retrieval of client files in accordance with the detailed procedures contained in the Office Procedures Manual.
2. To prepare mail and enclosures for despatch.
3. To arrange for all copying to be done in person if the Office Assistant is not available to undertake the task.
4. To prepare the Conference Room for meetings as necessary and for the tidying and clearance of the room at the end of the meeting.
5. To make appointments, arrange meetings and to maintain an up-to-date diary, on the computer, for his / her Principal.
6. To provide refreshments when asked to do so.
7. To provide support to other secretaries as required.
8. To prepare correspondence and documents through audio-typing and word processing.
9. To take responsibility for and attend to self-development.
10. To provide guidance to junior and temporary secretaries when required to do so.
11. At all times to exercise high standards of client care in a professional and pleasant manner.
12. To undertake any specific training when required to do so and overall to have a responsibility towards self-development.
13. 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 for client care.
14. To ensure the confidentiality of all the firm's and client's documentation and information.
15. To comply with the Office Procedures Manual.