

Job Title:	Admin Paralegal	Job reference	2.7-2019
Department/Group:	Family		
Location:	Sheffield		
Level/Salary Range:	DoE	Position Type:	Full time / Part time considered
HR Contact:	Emma Briault	Date posted:	09/04/2019
Will Train Applicant(s):	Yes	Posting Expires:	23/04/2019
Applications Accepted By:			
Email: emma.briault@graysons.co.uk		Mail: EMB Graysons Solicitors, Courtwood House Sheffield S1 2DD	
Job Description			
Role and Responsibilities			
<p>We are looking for an admin paralegal to work within a busy family law department. The successful candidate will be assisting family law solicitors with their caseload.</p> <p>This is an ideal position for someone who has some background knowledge of family law and wishes to embark on a career in this area of law or someone who wishes to continue to build on the experience and knowledge they have already gained.</p>			
<p>1. Main Responsibilities</p> <p>1.1 Prepare correspondence and documents through audio typing and word processing.</p> <p>1.2 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 manual</p> <p>1.3 Prepare mail and enclosures for despatch</p> <p>1.4 Arrange for all copying to be done, in person if the office Assistant is not available to undertake the task</p> <p>1.5 Make appointments, arrange meetings and maintain an up-to-date diary for fee earners in the family department</p> <p>1.6 Undertake aspects of fee-earning work subject to supervision</p> <p>1.7 Conduct matters on behalf of clients as directed by the nominated supervisor</p> <p>1.8 Deal with new client enquiries by taking initial details and booking appointments. This will involve meeting clients face to face or over the telephone</p> <p>1.9 Attend clients both in person and on the phone and provide such support in a professional, efficient and friendly manner in keeping with the firms standards of client care</p> <p>1.10 Undertake any specific training when required to do so and overall to have a responsibility towards self-development</p> <p>1.11 Be familiar with and comply with the requirements of the Office manual and Quality standards procedures</p> <p>1.12 Ensure the confidentiality and security of all firm and client information</p> <p>1.13 Adhere to agreed practice procedures and quality standards</p>			
<p>2. Essential Skills</p> <p>2.1 Strong Microsoft skills in particular Microsoft word with the ability to work self sufficiently</p> <p>2.2 Ability to work to strict deadlines</p> <p>2.3 Ability to work independently</p>			
<p>3. Preferred Skills</p> <p>3.1 Previous experience of handling family law cases</p> <p>3.2 Experience in working on a case management system</p> <p>3.3 Background knowledge in Family Law</p> <p>3.4 Strong verbal, written communication and interpersonal skills</p>			