

INFORMATION ABOUT THE PARALEGAL POST

We are a specialist team of litigation lawyers working for tenants, the homeless, migrants, disabled people and welfare benefits claimants

We provide a full bi-lingual service in Spanish.

We are looking for an applicant who can demonstrate commitment to our aims, the ability and experience to undertake the work and the capacity to learn quickly.

The applicant should have completed the Legal Practice Course or Bar Vocational Course and have at least a 2:2 degree.

We expect the successful candidate to have good legal, analytic, communication and forensic skills and the ability to work within a publicly funded framework in a fee-conscious manner.

Good keyboard and IT skills are essential. An ability to work in Spanish and/or Portuguese although not essential would be an advantage.

Enthusiasm, energy, tolerance, a commitment to hard work in a team, social awareness, and the ability to think clearly and quickly are obviously required. In addition, we shall be looking for:

1. adaptability to change and new working methods;
2. a commitment to client communications and empowerment;
3. a sensitivity to the needs of clients whose first language is other than English.

PARA-LEGAL JOB DESCRIPTION

1. Primary tasks

- 1.1. To work with senior solicitors and under their supervision to undertake specific tasks and assist them in the conduct of their casework;
- 1.2. Attend court and tribunals to file documents and issue proceedings etc;
- 1.3. Attend court with counsel as our representative;
- 1.4. Complete legal aid forms and assess eligibility for public funding;
- 1.5. Take statements from clients and witnesses;
- 1.6. Assist with preparing bundles of documents for court hearings, instructions to counsel etc;
- 1.7. Preparing bills, claims and costs statements;
- 1.8. To undertake the above in a profit-conscious manner meeting targets for billable hours and billing and in accordance with the client care principles and office procedures of the practice.

2. Secondary Tasks

- 2.1. Assisting with opening, closing and archiving of files;
- 2.2. Assisting with the maintenance of the knowledge base, including the library, journals, law reports and looseleaf publications.

3. General

- 3.1. Sharing in general office duties, including answering the telephone, attending clients, collecting and delivering post, photocopying and, in emergencies and where able to do so, interpreting and translation;
- 3.2. Be responsible for own typing, filing and photocopying.

Salary £22,000