**Job description**

**Job title:** Assistant Litigation Clerk

**Department:** Personal Injury

**Location:** London

**Reporting to:** Senior Litigation Clerk and Ewan Tant (Partner)

**Hours:** This is a full-time role (5-days, 35 hours per week, Monday – Friday 9.30am – 5.30pm). 2 days per week may be worked at home, subject to the requirements of the firm’s home working policy.

**Contract:** Permanent

**Salary:** £25,500PA + Benefits

**Objectives of the position:**

* To manage to the highest standard all aspects of court services on behalf of the firm
* To assist fee earners with claims handling
* To assist the firm in achieving its overall objectives

**Main Responsibilities and Duties:**

* Attending court to issue, lodge and seal papers where permitted.
* Appear before Masters in Chambers and in private room appointments, District Judge, Master and Judge on all types of application where rights of audience exist.
* Issue of process, be it online or in person, listing applications and hearings and generally deal with all aspects of court work in conjunction with the Senior Litigation Clerk.
* Liaise with the listing office in cases for trial and fix dates for assessment of costs appointments.
* Checking court documents prior to taking them to court/filing them online. Ensuring that all court process is dealt with on the day received wherever possible and returned to the fee earner as soon as is reasonably practicable after issue.
* To monitor and maintain the CEFiling email box/Court Work service desk in conjunction with the Senior Litigation Clerk.
* Lodge and update hearing bundles in person or electronically.
* To work and behave in a professional manner, presenting a smart image of the firm to third parties

## Other Responsibilities

* To provide adequate cover in the absence of the Senior Litigation Clerk.
* Maintenance of the Court fees Spreadsheet to assist the firm in its management of case finances
* Assist with attending the firm’s bank to pay in cheques
* To participate in the growth and development of the firm

## Training

* Remain up-to-date by attending in-house training seminars, through research, reading and attending courses, if appropriate

## Information Technology

* Wherever possible, to utilise I.T. to provide a quality, cost effective and efficient service.
* To ensure that adequate training is received to be able to gain maximum benefit from the firm’s investment in Information Technology.

**Performance Measured By**

* Conducting matters on behalf of fee earners to their satisfaction
* Prioritising and meeting deadlines, working under pressure
* Efficiency in dealing with work and its accuracy
* Ability to work with initiative; maintaining a flexible and responsible approach
* Personal development and contribution to the overall business objectives of the firm
* Good attendance and timekeeping

**Person Specification**

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| **Skills & abilities** | **Qualification, knowledge and experience** | **Character and personal qualities** |
| Must have strong organisational skills and be able to meet deadlines.Must have strong communication skillsAbility to assist & advise fee-earners on claims handlingProfessionalism and a high standard of personal credibility are essential | Desired – Strong and broad knowledge of court procedures – May be gained during course of employment.Desired - Experience in dealing with all aspects of court services on behalf of a law firm - May be gained during course of employment.Desired - A good understanding of working within a legal environment and client service delivery - May be gained during course of employment.Preferred - Fully competent in the use of the Microsoft suite of Office products - May be gained during course of employment. | Works in a methodical manner and has a positive attitudeWorks well under pressure.Is helpful and polite.Good team player, pro-active, reliable and friendly. |