

CHARLES LUCAS & MARSHALL

Job Description for Solicitor

Job Title:	Solicitor
Team:	Commercial Property Team
Job Holder:	TBC
Hours:	9.00 a.m. to 5.30 p.m. Monday to Friday (with 1 hour for lunch) and such other hours as may reasonably be necessary to fulfil the job holder's duties from time to time.
Report to:	David Thomas on a day to day basis and Malcolm Poynter as Head of Team.
Job Objectives:	<p>Support and develop our practice in Commercial Property.</p> <p>Plan/process the flow of legal work assigned to you within the Commercial Property Team to meet the client's requirements/objectives/completion dates and also the financial and other targets set by Charles Lucas & Marshall from time to time.</p> <p>Provision of confidential assistance, if required, with the firm's management responsibilities.</p>
Location:	Wantage Office

Duties	Measure of Performance
1. Proactive support, development and maintenance of a practice in the Commercial Property Team and generally marketing the legal services of Charles Lucas & Marshall.	That the job holder has at all times sufficient fee earning work to enable the job holder's fee target set by Charles Lucas & Marshall from time to time and the production of regular referrals to other fee earners and Teams within Charles Lucas & Marshall
2. Carry out legal work relating to Commercial Property Team entrusted to the job holder, promptly and with skill and care and in accordance with all practice rules and codes of Charles Lucas & Marshall and the Law Society from time to time.	Regular review of job holder's files to ensure compliance with all applicable criteria in Charles Lucas & Marshall's Office Manual and Law Society's codes and rules from time to time.

3. Ensure that the job holder's fee earning capacity is fully utilised.	Record not less than 1100 hours per annum chargeable to Clients of Charles Lucas & Marshall. Achieve monthly, quarterly and annual fee targets set for the job holder from time to time and for the time being and the collection of bills
4. To comply with the agreed precedent procedure of the Commercial Property Team as agreed from time to time and to assist with the development, maintenance and updating of the Commercial Property Team's systems and legal precedents.	That management systems are put in place or adhered to for the types of work undertaken and all useful documentation produced in client's matters is converted into precedent copy and production of other precedents when requested to do so within time scales agreed with the Head of the job holder's Team.
5. Such other duties as may reasonably be requested.	Approved by the Head of Team

It is this firm's practice to periodically examine and update job descriptions and to update to ensure that they relate to the job as then being performed. Accordingly, the firm reserves the right to require changes to your job description from time to time after consultation with you.

Agreed by Job Holder

Date: _____

Agreed by Malcolm Poynter partner of
Charles Lucas & Marshall

Date: _____

Qualifications, knowledge, skills, attitude and experience required.

1. Sound general education.
2. Qualified as a solicitor in England and Wales with an unqualified Solicitors Regulation Authority Practising Certificate .
3. Experienced in Commercial Property work.
4. Ability to work with other fee earners and staff of Charles Lucas & Marshall.
5. Good Communication skills.
6. Good Practice promotion skills.
7. Good IT skills.
8. Willingness to learn new skills and devote attention to detail.
9. Commitment to the principles of the Solicitor's profession, in particular the preservation of complete confidentiality with regard to all clients of Charles Lucas & Marshall and their matters dealt with.
10. Ability to work alone (rather than with supervision).