

## CHARLES LUCAS & MARSHALL

### Job Description for Family Fee Earner

Job Title:	Solicitor/Legal Executive
Team:	Family
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:	Michael Berrett as Head of the Litigation Team.
Job Objectives:	<p>Develop our practice in Family Law.</p> <p>Plan/process the flow of legal work to meet the client's reasonable requirements/ objectives/completion dates and also the job holder's fee targets set by Charles Lucas &amp; Marshall from time to time in consultation with the job holder.</p> <p>Assist with the development of the Litigation Team's management system and precedents.</p>
Location:	The post will be based at our Newbury office but will involve some work from our other offices.

Duties	Measure of Performance
1. Commencement and proactive development and maintenance of a practice in Family Law in Newbury 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 referrals to other fee earners and Teams within Charles Lucas & Marshall
2. Carry out legal work relating to Family Law 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 and Risk Management procedures in Charles Lucas & Marshall's Office Manual and Law Society's codes and rules from time to time.

<p>3. Ensure that the job holder's fee earning capacity is fully utilised.</p>	<p>Record not less than 900 hours per annum chargeable to Clients of Charles Lucas &amp; 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 payment of bills</p>
<p>4. Assist with the development, maintenance and updating of the Litigation Team's systems and legal precedents.</p>	<p>That appropriate systems are put in place 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.</p>
<p>5. Participate in business development events to facilitate the marketing of both the litigation team and the Firm in general.</p>	<p>Attend various internal and external events such as Newbury Professionals, CLM sponsored events etc, write articles on pertinent issues for local press and assist the Litigation Team and the Firm in their business development efforts.</p>
<p>6. Such other duties as may reasonably be requested.</p>	

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Agreed by Job Holder Date:

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Agreed by Michael Berrett partner of Charles Lucas & Marshall Date:

**Qualifications, knowledge, skills, attitude and experience required.**

1. Sound general education.
2. Degree or equivalent.
3. Qualified as a solicitor/legal executive in England and Wales with an unqualified SRA or ILEX Practicing Certificate.
4. Commitment to cultivate excellent practice promotion and development skills.
5. Ability to work as part of a team, but also with other fee earners and staff of Charles Lucas & Marshall, referring to the Head of the Litigation Team as a source of support and training.
6. Ability to manage your own workload with reference to the Head of the Litigation Team for support and advice, whilst demonstrating an ability to work on your own initiative.
7. Good Communication skills.
8. Good IT skills.
9. Willingness to learn new skills and devote attention to detail.
10. Commitment to the principles of the Solicitor's/Legal Executive's profession, in particular the preservation of complete confidentiality with regard to all clients of Charles Lucas & Marshall and their matters dealt with.