

**CHARLES LUCAS & MARSHALL**  
**Job Description**

**Job Title:**       **Legal Secretary**

Post Holder:       TBC

Team:               Litigation Team (Family)

Hours of Work: 22.5 hours per week pattern of hours TBC

Reporting to:       Suzy Hamshaw on a day to day basis and Michael Berrett, Litigation Partner and Head of Team.

This position is at the Newbury Office of Charles Lucas & Marshall at 28 Bartholomew Street, Newbury, Berkshire. Occasional travel to support other offices may be required.

**Duties**

1.       Audio-typing of correspondence and legal documents relating to Litigation, Family Law, Personal Injury, Criminal Law and General Litigation using precedents and produced via digital dictation using our case management system.
2.       Dealing with prospective and current client queries taking telephone messages, e-mail messages and fast processing of e-mails and documents dictated for speed and following through with related tasks.
3.       Supervision of the preparation of court bundles
4.       Filing. To ensure that files are kept up to date with correspondence and documents.
5.       To work as part of a small team of secretaries within the Litigation Team. This may be remotely through use of digital dictation or physically in times of holiday or absence.
6.       Diary Management for Fee Earners
7.       Such other duties as may reasonably be required.

**Qualifications/knowledge skills, attitude and experience required:**

The successful applicant will have:

1. Previous legal secretarial experience preferred
2. Good spelling, punctuation and command of the English language.
3. Accurate and fast audio typing skills obtained either through experience or qualification.
4. An in depth knowledge of Word, Outlook.
5. The ability to produce well presented documents and correspondence with an eye for detail.
6. An excellent telephone manner; being efficient and well spoken.
7. Willingness to learn new skills and to devote attention to detail.
8. Commitment to the principles of the solicitors' profession, in particular preservation of complete confidentiality regarding all clients of Charles Lucas & Marshall.
9. Enthusiasm and energy for work and to complete tasks to a high standard.
10. Ability to build up good relationships with staff, clients and contacts.

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.

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Signed By

Dated \_\_\_\_\_

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Signed by HR Manager on behalf of Charles Lucas & Marshall

Dated \_\_\_\_\_