

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

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

Post Holder:       TBC

Team:               Residential Property Team

Hours of Work: Monday to Friday, 9.00 to 17.30 with an hour for lunch

Reporting to:     Jackie Waller, on a day to day basis, and ultimately to Simon Pook,  
as Head of Team.

This position is at the Wantage Office of Charles Lucas & Marshall at Brooklands, 48  
Newbury Street, Wantage, Oxfordshire OX12 8DF.

**Duties**

1.       Audio-typing of correspondence and legal documents using precedents and produced via digital dictation using precedents forms using any case management systems.
2.       General Secretarial duties for Residential Property Team and taking an active role in client care.
3.       Taking telephone messages, e-mail messages and fast processing of e-mails and documents dictated for speed and following through with related tasks.
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 Residential Property Team. This may be remotely through use of digital dictation or physically in times of holiday or absence.
6.       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 desirable.
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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Agreed By

Dated \_\_\_\_\_

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Agreed by a Partner of Charles Lucas & Marshall

Dated \_\_\_\_\_