

CHARLES LUCAS & MARSHALL

Job Description for Solicitor/Legal Executive

Job Title:	Solicitor/Legal Executive
Team:	Wills and Estate Planning Team
Hours:	37.5 hours / week
Report to:	Head of Team
Job Objectives:	<p>Support and develop our practice in Wills and Estate Planning.</p> <p>Plan/process the flow of legal work assigned to you within the Wills and Estate Planning 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>
Location:	The post will initially be based at our Newbury office but may involve working from our other offices.

Duties	Measure of Performance
1. Proactive support, development and maintenance of a practice in the Wills and Estate Planning Team and generally marketing the legal services of Charles Lucas & Marshall.	That the job holder has at all times sufficient fee earning work to meet 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 Wills and Estate Planning 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.

<p>3. Ensure that the job holder's fee earning capacity is fully utilised.</p>	<p>Record not less than 1200 hours per annum chargeable to Clients of Charles Lucas & Marshall. This target will be reduced accordingly during the first two years as agreed with the Head of Team. 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</p>
<p>4. To comply with the agreed precedents and procedures of the Wills and Estate Planning Team as agreed from time to time and to assist with the development, maintenance and updating of the Wills and Estate Planning Team's systems and legal precedents.</p>	<p>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.</p>
<p>5. Such other duties as may reasonably be requested.</p>	<p>Approved by the Head of Team</p>

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 Richard Mead Associate of Charles Lucas & Marshall:.....

Date:.....

June 2011

Qualifications, knowledge, skills, attitude and experience required.

1. Sound general education.
2. Qualified as a solicitor/legal executive in England and Wales with an unqualified Law Society Practising Certificate or equivalent in the case of a legal executive.
3. Experienced in Wills and Estate Planning 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).