

Paralegal

Paralegals required for our Nottingham office, in our Public Law & Community Care (Human Rights) Department.

Job Purpose:

1. Advise and represent clients
2. Maintain efficiency and profitability of the Department
3. Progress with a view to securing a recognised period of training (formerly known as a training contract).
4. Undertake fee-earning responsibilities to support principal caseworkers.
5. Support senior caseworkers working on progression and management of case files
6. Act as fee earner undertaking tasks delegated by senior caseworkers.
7. Comply with SQM (Specialist Quality Mark) and all internal transaction criteria and procedures.
8. Assist and participate with training initiatives taken by the firm
9. Act as “next friend” and promote training initiatives of new recruits and promoted staff.
10. Comply with the firm’s Office Manual
11. Maintain client confidentiality and legal professional privilege
12. Actively promote office relations with clients, their families and potential new clients (public relations).

Person Specification:

Skills

Essential – Confident demeanour. Good oral and written communication. Grasp of legal procedures, court protocol and rules of evidence. Ability to record meticulously.

Desirable – Ability to attract clients and referrals. Understanding of costs awareness.

Knowledge

Successful completion of, or undergoing part time LPC or ILEX qualification.

Experience

Essential – No prior experience envisaged. Initial step into private practice.

Desirable – Work within practice, industry supplemental to academic training. Computer or ICT familiarity. Dealing with the public.

Office Hours: Monday to Friday, 9:00 until 17:30 with one hour for lunch.

Previous Applicants Need Not Apply.