

PARALEGAL

CRIMINAL DEPARTMENT – NOTTINGHAM

This is an opportunity for a recent graduate or experienced paralegal to join our busy Criminal Department based in Nottingham. The successful candidate will be expected to progress quickly and (if not already) gain Police Station Accreditation with a view to advancing their career with us.

Job Specification:

Paralegal with a view to career advancement and engagement with Period of Recognised Training if appropriate.

Preparation of Case Files for both Magistrates and Crown Court cases.

Act as Fee Earner undertaking tasks delegated by Senior Caseworkers – undertake Legal Research, drafting of proformas and court documents as necessary.

Client facing – interaction on daily basis with clients either on telephone, video conferencing or in person.

Representation of Clients at Police Stations – including commitment to out of hours rota work.

Attendance at Court with Advocates / Counsel on Crown Court matters

Maintaining Case Files via our computerised Case Management System.

Compliance with SQM (Specialist Quality Mark) and internal transaction criteria.

Remuneration package will include basic salary plus overtime and mileage once engaged on out-of-hours rota.

Personal Specification:

Skills:

Good oral and written communication skills.

Competent drafting of all types of legal documents.

Strong analytical skills and ability to apply law to fact.

Competent negotiating skills (both written and oral).

Proficiency with Microsoft Office 365 (Outlook, Word, Excel) and Windows 10.

Full UK Driving Licence desirable (out of hours travel) but not essential.

Police Station Accreditation desirable but not essential as training will be given for the right candidate.

Knowledge:

Candidate to have Bachelor's Degree (LL.B) in Law (or equivalent) and either already have completed LPC or intend to do so on part-time basis. We will also accept applications from CILEX accredited individuals.

Understanding of Rules of Conduct and Client Confidentiality.

To apply:

Please send your CV and covering letter to Jayne.Sheehan@Bhatiabest.co.uk

Salary dependant on experience – please state current salary/expectations in your covering letter.