

JORDANS SOLICITORS JOB DESCRIPTION

TITLE OF POST:	Paralegal
RESPONSIBLE TO:	Managing Director
REPORTS TO:	Deputy Head of Private Client
MEMBER OF:	Private Client Team

JOB SUMMARY

To undertake fee earning work in allocated matters to a consistently high standard and to ensure the successful development of the Company in line with the business plan.

KEY RESPONSIBILITIES

- Carry out client work as allocated by directors and other fee-earners, under their supervision in accordance with detailed procedures and quality standards contained in the company's Office Manual.
- To take initial instructions from clients both face to face and via the telephone.
- To undertake all administrative tasks involved in opening client files.
- To ensure that all client work is progressed expeditiously and that the client is kept regularly informed on progress.
- At all times to exercise high standards of client care in a professional and pleasant manner.
- To achieve agreed levels of billing and time recording.
- Comply with the Solicitors Accounts Rules and the Rules on the Professional Conduct of Solicitors.
- To be familiar with and comply with the requirements of the company's Office Manual and quality standards procedures.
- To ensure good working relationships with external institutions and organisations.
- Maintain clear and precise communications with other personnel of the company.

SPECIFIC

- To be the private client representative in the Horsforth Office.
- In consultation with the Deputy Heads of Department, Managing Director and Marketing Manager to develop and expand the Private Client work in all offices but with particular emphasis in the Horsforth office through marketing, networking, website and any other agreed activities.
- Travel to Dewsbury once a week is required.

GENERAL

- To undertake any specific training when required to do so and overall to have a responsibility towards self-development.
- To ensure the confidentiality of all the company's and client's documentation and information.
- Any other duties that may be required from time to time commensurate with post.
- Work with relevant colleagues to ensure that the department's work meets all organisational and legal frameworks.

- To recognise and work within the Company Core Values of CREATE. **C**ommunity, **R**espect, **E**volve, **A**pproachable, **T**eamwork and **E**ndeavour.

Note: This job description is a guide to the principal, current duties of the job. It does not form part of the contract of employment.