

**JOB DESCRIPTION – PARALEGAL (Private Client)**

**Reports to:**

Solicitor

**Role:**

- To undertake work in our Private Client department providing support to solicitors in the team in running their caseload
- To have responsibility for your own caseload as agreed between you and the Head of Department
- To uphold exceptional standards of quality and client care

**Key Activities & Responsibilities:**

**Client Care & File Management**

- Advise and assist clients, always maintaining an exceptionally high standard of client care
- Evaluate and assess information, evidence and legal issues
- Draft legal documents
- Balance the demands of your clients/caseload and non-casework responsibilities, ensuring you meet any deadlines set
- Adhere to all file and case management policies and procedures

**Financial**

- Meet annual billing and performance targets (which will be calculated in consultation with you)
- Accurately record all time, chargeable and non-chargeable
- Ensure that the billing of files is carried out efficiently and at the earliest opportunity

**People Management & Teamwork**

- Work as a team player with other fee earners and support staff
- To assist and work appropriately and considerately with other fee earners and support staff
- To attend and participate in any meetings of the department or the firm when required

**Competence & Development**

- Maintain knowledge and skills in relevant practice area(s) keeping up to date with relevant legislation and case law
- Ensure continuing competence through identifying and addressing any learning needs
- To participate in and engage with supervision in respect of your work
- Maintain a good knowledge and understanding of IT systems with a proactive approach to the introduction of new systems

**Business Development/Marketing**

- To contribute to marketing/business development for the firm including identifying and facilitating internal cross selling opportunities and carrying out business development activities e.g. networking, blog writing

**Compliance**

- Act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, and all other relevant bodies
- To follow all policies and procedures contained within the Office Manual
- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary

The duties and responsibilities in this job description are not exhaustive and are subject to change in accordance with the needs of the firm.