

## Job description & person specification

<b>Title</b>	Legal Secretary/Typist
<b>Reporting to</b>	Group or Team Head
<b>Salary range</b>	Dependent on Experience - £15,500 to £16,000
<b>Date</b>	February 2012

### Summary

- A new position has become available within our Macclesfield Office following a recent restructure within the Probate team. The successful candidate will be working alongside the paralegal within the team, ensuring the fee earners are provided with a full secretarial service.
- This busy role requires someone with legal experience. Experience with probate work will be advantageous.

### Purpose of the job

- The role is to provide SAS Daniels LLP with fast and efficient typing and secretarial services to the team and firm as a whole and support fee earners and administrative assistants to maintain excellent standards of service delivery to clients.

### Key responsibilities

- Provide fast, accurate and efficient typing and document management and assembly services to the team.
- Work closely with the teams Administrative Assistant who coordinates work priorities to ensure efficient service delivery.
- Open new files with the support of fee earners and maintain the integrity and accuracy of the information.
- Prepare and manage correspondence and documents through the case management system and from the transcription outsourcing service provider in accordance with the policies & procedures.
- Prepare mail and enclosures for dispatch and collect/deliver mail to the post room.
- Check for accuracy and ensuring that all correspondence (email and posted) meets the required high quality standards and all correspondence is in the firm's house style.
- Attend clients both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's standards for client care.
- Administer filing in both the paper and Seneca file which will include document management and assembly, filing and the opening, closing, storage and retrieval of client files in accordance with the firm's policies and procedures.
- Ensure the confidentiality of all the firm's and clients documentation and information.
- Provide secretarial support services to your team which might include booking appointments, making travel arrangements booking and preparing meeting rooms, and diary management.
- Provide support tasks such as copying, scanning, binding, booking couriers in person if the office assistant is not available to undertake these.
- Provide reception cover and prepare refreshments when asked to do so.
- Attend and participate in team meetings as required.
- Manage work returned from insourcing (internal typing area);
- Assist with covering reception at holiday periods, sickness;
- Assist with post opening procedures;
- Undertake training when required and have a responsibility towards self-development appropriate to working in modern legal practice.

**Skills and attitude**

- In tune with the firm's mission statement and values & committed to demonstrating and developing them.
- Typing skills (Audio 70+ wpm) with good accuracy and attention to detail.
- Efficient, well organised, and timely.
- Effective communicator by telephone, face to face and in writing.
- A team player with a positive and cheerful attitude.

**Training & education**

- Excellent Secretarial, audio typing and secretarial skills
- Secretarial and or typing qualifications
- Excellent IT skills – Case Management and MS Word in particular

**Support**

- Report to and be supported by the Paralegal and Team or Group Head.