Job Description

Name:	TBC
Job Title:	Paralegal
Office:	Leeds
Reporting to:	TBC
Managing or Supervising:	N/A

Main Purpose:

- Supporting solicitors as required with administration and the progression of casework within your area of expertise
- Ensuring a high level of client satisfaction and customer care
- To assist with Legal Aid Agency contract requirements such as funding, billing and compliance

Key Tasks:

- Compliance with conflict checking protocols
- File opening and completion of client care protocols
- Case progression according to client instructions
- Attending clients, taking instructions and preparing cases
- Drafting documents including witness statements, instructions to counsel, letters etc.
- Legal research
- Management of funding on files including legal aid
- Administrative tasks including photocopying, scanning etc.
- Dealing with new enquiries on a rota basis
- Dealing with client calls
- Assistance with the management of social media for the Firm, including drafting website articles
- Compliance with file closing and archiving protocols
- Accurately time recording on files
- Ensuring compliance with the SRAs Standards and Regulations, Legal Aid Agency contracts, SQM standards and other regulatory requirements

Responsibilities:

- All areas of administration required for legal casework
- Billing of publicly funded files
- Billing of private matters (where appropriate)

Job Description

- Networking and business development on behalf of the Firm
- Ensuring files are compliant with Legal Aid Agency contract and SQM standard requirements
- Ensuring training is undertaken in line with Legal Aid Agency contract and SQM standard requirements
- Compliance with the Firm's Office Manual and relevant policies and procedures
- Reporting to the Directors any issues of non-compliance

Officer Roles:

N/A

Employee signature: Dated:

Line Manager signature: Dated: