

JOB DESCRIPTION

JOB TITLE: Civil Clerk Liverpool

REPORTS TO: Practice Manager/Group Senior Clerk (Civil)

LOCATION: Liverpool base but may be required to travel to other sites and to client's offices on occasion

JOB SUMMARY:

Working as part of Chambers' Civil Clerking Team to ensure the overall delivery of clerking services to the Civil practice team primarily in Liverpool and across other sites, providing counsel and their clients with a comprehensive, reliable clerking service on a day-to-day basis. To provide support to the Practice Manager and Group Senior Clerks in tasks delegated, which will include some cross-site clerking activities.

1. KEY RESPONSIBILITIES AND DUTIES

1.1 Civil Clerking Team

To assist the Practice Manager and Group Senior Clerk in ensuring the smooth daily running of the Civil clerking function in Liverpool by:

1. Taking day to day responsibility for the organisation of the civil barristers
2. Managing the diary
3. Negotiating fees
4. Ensuring counsel have their papers
5. Forward planning the diary for delivery of briefs
6. Computer recording of instructions and briefs.
7. CFA administration
8. Billing of paperwork and fee noting up of billing
9. Checking court listings
10. Telephone booking of hearings and conferences
11. Dealing with general telephone enquiries from members etc.
12. Chasing of the to do list
13. QPM – responsible for management of briefs and instructions as set out in Chambers Quality Procedures Manual.

1.2 General Administrative Support

To provide broader administrative support to Chambers from time to time as needed.

1. Assisting in marketing and business development activities in and out of chambers.
2. Arranging of and attendance at Chambers seminars and events.

1.4 General

1. To ensure the implementation of the equality and diversity policy.
2. To promote a culture of continuous improvement by personal example and quality of contribution.
3. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.
4. To comply with the principles of GDPR in line with Chambers' Information Management Policy and Data Protection Policy.

2. KEY PERFORMANCE INDICATORS

- Work allocated to appropriate seniority of counsel avoiding conflicts/potential clashes where possible
- Accurate logging on of briefs/instructions from solicitors
- All incoming post and DX to be logged on by lunchtime (if delivery of post time permits)
- All paperwork to be billed out by the end of the day
- All court listings to be checked for next day's hearings
- All members of counsel notified before 6pm with all correct papers

PERSON SPECIFICATION

Civil Clerk, Liverpool

	Standard	Essential	Desirable
Qualifications, knowledge, experience	Educated to GCSE standard with 5 GCSEs grade C or above (or equivalent)	E	
	Strong experience of working as a clerk in a fast-paced barristers chambers including: <ul style="list-style-type: none"> • Personal responsibility for organization of a number of barristers; • Diary management • Negotiating fees 	E	
	Administration experience	E	
	Sound understanding of barristers' Chambers and working practices	E	
	Understanding of different funding methods (CFA, Private, DBA etc)	E	
	Experience of working in a team	E	
	Experience of working in the Meridian Diary system (D) or other Chambers diary management system (E)	E	D
Skills & abilities	Professional and personal style that builds credibility and rapport with all members of Chambers and staff	E	
	Excellent and accurate diary management	E	
	Sound judgment and negotiating skills	E	
	Excellent communication and influencing skills and a diplomatic and approachable style	E	
	Manages own workload, prioritises effectively, and works to and consistently achieves deadlines	E	
	Excellent attention to detail	E	
	Team player – able to motivate and train others – ask for help when it's needed and offer the same	E	
	Systematic, organized work style	E	
	High levels of honesty and integrity	E	
	Self-motivation – with ambition to develop in clerking role	E	
	Willingness to learn and develop, with a commitment to continuous improvement	E	
	Computer literate with excellent Word, Excel and database skills	E	

