



JOB DESCRIPTION

JOB TITLE:	Junior Clerk (Liverpool)
REPORTS TO:	Group Senior Clerk / Practice Manager – Liverpool
LOCATION:	LIVERPOOL base but may be required to travel to other sites and to client's offices on occasion

JOB SUMMARY:

To assist in the overall delivery of clerking services to the given practice group. To provide counsel and their clients with a comprehensive clerking service. To provide support to the Senior Clerks in tasks delegated. To provide support and assistance in the training and development of junior clerks

1. KEY RESPONSIBILITIES AND DUTIES

1.1 Clerking Team

To assist the Group Senior Clerk in ensuring the smooth running of the group clerking function by:

1. Supervising office assistants finding briefs and assisting when required (guidance/training/opening post/sending post out/faxes/by hands.
2. Ensuring all briefs, instructions and where appropriate DCS invites have been received and where necessary chasing telephone bookings for briefs/DCS invites.
3. Inputting of briefs and instructions on the computer and cross-referencing case details and diary dates from all briefs and correspondence stamping and putting on reference number.
4. Ensuring all briefs received have correct reference
5. Checking Courts lists and attending listing meetings.
6. Processing incoming clerks' emails/faxes
7. Processing advices and service standard forms
8. Telephone enquiries/bookings (with guidance of more senior clerks where necessary)
9. General telephone enquiries from members – availability etc.
10. Locating cases in the library and photocopying.
11. Ensuring briefs instructions sent out to members when necessary.
12. Learning diary management.

13. Use of Electronic Document Management. Scan in any post that we receive and upload onto drobox into the correct folders for members to use by supervising the office juniors.
14. Arranging conferences for members and fix for their availability.
15. Liaise with other Chambers to list cases for a convenient availability where appropriate.
16. Run and maintain reports.

1.2 Marketing and Networking

To assist in the raising of the brand profile of the overall Chambers by:

1. Assisting the Senior Clerk in marketing initiatives, such as arranging and attending 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 comply with the principles of GDPR in line with Chambers' Information Management Policy and Data Protection Policy.
4. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.

2. KEY PERFORMANCE INDICATORS

- Accurate administration and recording of information
- Accurate list checking
- Good listing placements from meetings
- Accurate information passed to members of Chambers
- Work allocation to appropriate counsel in good time for work to be prepared
- Work allocated to appropriate counsel avoiding conflict of interest and potential clashes where possible
- Good feedback from clients and members of the group on performance



PERSON SPECIFICATION

Junior Clerk (LIVERPOOL)

	Standard	Essential	Desirable
Qualifications, knowledge, experience	Educated to GCSE standard with 5 GCSEs grade C or above (or equivalent) including English and Maths	E	
	Experience of working in a barristers' chambers	E	
	Working knowledge of Outlook and other MS Office software (Word, Excel)	E	
	Knowledge of legal proceedings		D
	Knowledge of Meridian or similar diary management computer software (e.g. LEX)		D
	Knowledge of fee regimes		D
	Knowledge of the local legal market		D
Skills & abilities	Diary management		D
	IT competence and confidence	E	
	Negotiation skills		D
	Strong communication skills and an approachable style, including a polite and confident telephone manner	E	
	Attention to detail, accuracy	E	
	Team player	E	
	Systematic, organised work style	E	
	Honesty and integrity	E	
	Diplomacy	E	
	Self-motivated, hardworking	E	
	Willingness to learn and develop	E	
	Able to work at speed	E	
	Flexible/adaptable approach to work	E	