

# ST JOHNS BUILDINGS

BARRISTERS CHAMBERS

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Junior Clerk - Crime (Manchester)</b>
<b>REPORTS TO:</b>	<b>Senior Clerk - Crime</b>
<b>LOCATION:</b>	<b>MANCHESTER base but may be required to travel to other sites and to client's offices on occasion</b>

### JOB SUMMARY:

To assist in the overall delivery of clerking services to the Criminal 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 criminal 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. The transferring of briefs onto the shelf and recognizing additions to the list.
3. Putting briefs together at the end of the day. (Sending out all additional documents and DCS invites)
4. Chasing telephone bookings for briefs.
5. 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.
6. Ensuring all briefs received have correct offence, URN & DOB
7. Checking Courts, Criminal lists and attending listing meetings.
8. Processing incoming emails/faxes.
9. Processing advices and service standard forms
10. Telephone enquiries/bookings (with guidance of more senior clerks where necessary)
11. General telephone enquiries from members – availability etc.

12. Locating cases in the library and photocopying.
13. Ensuring briefs instructions sent out to members when necessary.
14. Learning diary management.
15. Use of EDM. Scan in any post that we receive and upload onto Dropbox into the correct folders for members to use by supervising the office juniors.
16. Arranging conferences for members and arranging for their availability.
17. Liaise with other Chambers to list cases for a convenient availability.
18. Run and maintain reports such as the XXX report.

## **1.2 Marketing and Networking**

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

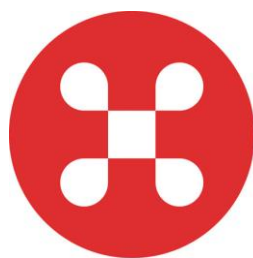
1. Assisting the Senior Clerk in marketing initiatives, such as arranging and attending Chambers seminars and events.

## **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 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



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## PERSON SPECIFICATION

### Junior Clerk - Crime (Manchester)

	Standard	Essential	Desirable
<b>Qualifications, knowledge, experience</b>	Educated to GCSE standard with 5 GCSEs grade C or above (or equivalent)	E	
	Experience of working in a barristers chambers	E	
	Knowledge of crime and related legal proceedings		D
	Knowledge of Meridian or similar diary management computer software		D
	Knowledge of fee regimes		D
<b>Skills &amp; abilities</b>	Diary management		D
	Negotiation skills		D
	Strong communication skills and an approachable style	E	
	Attention to detail	E	
	Team player	E	
	Systematic, organized work style	E	
	Honesty and integrity	E	
	Diplomacy	E	
	Self-motivation, hardworking	E	
	Willingness to learn and develop	E	
	Able to work at speed	E	