

Job Description: Junior Secretary

Group:	Child Protection
Responsible to:	Senior Legal Secretary
Location:	Kings Hill
Salary:	Competitive

Purpose of the Job:

To work within the Secretarial Team and to provide an individual service to the allocated fee earners (Solicitors/Legal Assistants), as well as an array of administrative tasks.

Main Duties and Responsibilities:

- Opening files/File closures
- Compliance checks
- Creating new court bundles, updating court bundles, preparing court bundles for hearings and sending court bundles in the post and via E-gress (secure email service).
- Preparing and sending out letter correspondence, as and when required.
- Answering telephone calls (part of the 'Hunt Group') - directing/transferring calls to the relevant person and taking messages, if they are unavailable (office hours are 8:30am - 5:30pm - you would be on a rota system with the other secretaries).
- Providing quotes to Counsel Chambers
- Inputting documents onto Peppermint (case-management system)
- Dealing with incoming post
- Liaising with the court regarding hearing dates, times & venues
- Photocopying, printing, and scanning
- Obtaining Counsels availability and fees for hearings
- General administrative tasks throughout the Team
- Helping with invoices - i.e. use of Counsel forms, authorisation of email etc.
- Producing case lists for the Team



Person Specification: Junior Secretary

The following outlines the Minimum criteria for this post.

Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Minimum

Qualifications (<i>if essential</i>)	Educated to a GCSE standard (minimum of 4 graded A - C), including English.
Experience	Prior administration experience is required.
Personal Qualities	<ul style="list-style-type: none">➤ Knowledge of Microsoft Office packages (training will Skills and Abilities be provided on our own in-house systems).➤ Good level of typing skills.➤ Can work well under pressure➤ Approachable➤ Organised➤ Methodical in their approach➤ Ability to work as part of a Team and as an individual

