

Job Description

Title:	Paralegal (6 month fixed term contract)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday – Friday
Responsible to:	Practice Area Leader
Department:	Family
Purpose of job:	To assist the Family department with administrative tasks and the efficient running of cases.
Specific duties:	To support the Family department in providing a good service to the Firm's clients in all Family law cases.

Duties to include:

- Preparation of hearing bundles (using Adobe) and papers for counsel (both electronic and hard copy) and collating/preparing documents as required. This can involve photocopying, but rarely as most documents and bundles are now prepared and delivered electronically
- Collating bundles of financial disclosure to prepare Forms E
- Assisting the other paralegals and PAs with administrative tasks such as killing files, filing and updating pleadings files
- Assisting with the billing process and internal/ team administrative tasks
- Attendance at client meetings, conferences with counsel and court hearings
- Liaising with clients, counsel (including counsel's clerks), the court and third parties
- Drafting of correspondence and legal documents
- Attendance at lectures, seminars and marketing events
- Research.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Paralegal, Family Practice Area

Knowledge and Technical Ability:	Essential <ul style="list-style-type: none">• Experience working as a paralegal or legal assistant in a legal environment• Ability to demonstrate organisational skills and prioritisation.• An interest in Family law and knowledge of current issues• Ability to produce written correspondence such as drafting letters and emails• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner• Experience of and an understanding of the importance of preparing bundles for hearings• Experience in conducting legal research
Client Care:	Essential <ul style="list-style-type: none">• Experience of working within a busy environment where deadlines are clearly defined• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates to colleagues where necessary• Ability to demonstrate an understanding of the importance of good client care• Ability to demonstrate clear and professional communication both written and oral.• Flexible and able to quickly adapt to changing tasks and needs of clients
Firm Wide Skills:	Essential <ul style="list-style-type: none">• Knowledge of Microsoft programmes to include Outlook, Word, Excel, PowerPoint and the ability to learn any other core systems implemented by the firm.• Ability to demonstrate administration and drafting skills, and exceptional spelling, grammar and attention to detail• Ability to demonstrate use of initiative and ability to multitask
Attributes:	Essential <ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Positive and professional approach to work and to team relations• Ability to work with a variety of people, including lawyers, support staff, fellow paralegals and clients• Ability to handle confidential and sensitive information• Ability to work well under pressure.

All applicants who are offered permanent or long term employment will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.