

# KINGSLEY NAPLEY

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## Job Description

<b>Title:</b>	Paralegal
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday to Friday
<b>Department:</b>	Real Estate
<b>Responsible to:</b>	Practice Area Leader
<b>Purpose of job:</b>	To assist the department in the provision of advice to the firm's clients.
<b>Specific duties:</b>	The role of the Paralegal is to work alongside the Fee Earners in the Real Estate and Construction team with respect to any aspect of their caseload with which assistance is needed.

**Responsibilities will include:**

- Completing Land Registry applications
- Completing and filing stamp duty land tax forms
- Assisting with the general administration of the Real Estate team
- Assisting with limited due diligence on property transactions and other tasks
- Proof reading and checking forms and documents for accuracy
- Researching points of law and other factual issues, through the use of legal databases, textbooks and other appropriate sources
- Assisting with ad hoc administrative and legal tasks under instruction.

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: Real Estate, Paralegal

	<b><u>Essential</u></b>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"><li>• Has experience with and exposure to working as a paralegal / legal assistant in a legal department, preferably within real estate/ construction work</li><li>• Up to date knowledge of current issues relevant to the real estate practice area and uses initiative to expand own knowledge</li><li>• Ability to produce standard correspondence such as drafting letters and emails</li><li>• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner</li><li>• Excellent administrative skills</li></ul>
<b>Client Care:</b>	<ul style="list-style-type: none"><li>• Experience of working within a very busy environment, under pressure, where deadlines are clearly defined</li><li>• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates to colleagues where necessary</li><li>• An understanding of the importance of good client care; clear, professional/ prompt updates and active listening skills</li><li>• Effective organisation skills - especially with respect to on-going management of large quantities of documentation</li></ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"><li>• Strong IT skills including intermediate to advanced Word and Excel skills</li><li>• Excellent drafting skills and exceptional spelling, grammar and attention to detail</li><li>• Good use of initiative and ability to multitask</li><li>• An understanding of the importance of client confidentiality, information security and data protection and act accordingly</li></ul>
<b>Attributes:</b>	<ul style="list-style-type: none"><li>• Flexibility to adapt to changing work priorities throughout the day</li><li>• An ability to work independently or within a team, without daily close supervision</li><li>• Has a 'can do' attitude – a completer/ finisher mindset</li><li>• Contributes towards an inclusive and respectful team environment</li><li>• Adopts a positive and open 'growth mindset' and embraces change</li><li>• Behaves at all times in keeping with the firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding</li></ul>

All applicants who are offered permanent or long-term employment, or partnership, 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.