

Job Description: Residential Property Legal Assistant

Department: Residential Property
Appointment: Residential Property Legal Assistant
Reports to: Director / Head of Property

1. Required qualifications, skills and experience

- 1.1 Excellent IT and audio typing skills.
- 1.2 Excellent communication skills both verbal and written.
- 1.3 Preferably previous experience as a Conveyancing Property Legal Assistant or experience of working in another professional office.

2. Role

- 2.1 The primary role of a Residential Property / Conveyancing Legal Assistant is to provide direct support to their Fee Earner to enable the Fee Earner to operate efficiently. This will include but will not be limited to the main responsibilities listed below. The Residential Property / Conveyancing Legal Assistant is also expected to use a high degree of self-management and initiative.

3. Main responsibilities

- 3.1 To open new files and issue new clients with Client Care Letters, Terms and Conditions etc.
- 3.2 To prepare correspondence and documents through audio typing and word processing.
- 3.3 To draft documents and/or track changes in documents which have previously been drafted.
- 3.4 To commission pre-exchange searches, obtain Legal Indemnity Policies and request documentation from the Land Registry.
- 3.5 To arrange for all copying to be carried out and if Reception are not able to do so undertake the task in person.
- 3.6 To make appointments, arrange meetings and to maintain an up-to-date diary for their Fee Earner.

- 3.7 To attend to clients both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's standards for client care.
- 3.8 To accurately prepare all invoices and completion statements for submission to the Accounts Department and sending to clients.
- 3.9 To correctly record all funds that are remitted and received by completing blue slips and set files up for completion.
- 3.10 To prepare mail and enclosures for posting.
- 3.11 To keep the Practice Management System and all file inlay sheets up-to-date throughout the course of the transaction.
- 3.12 To administer filing. This will include daily filing and also the archiving, storage and retrieval of client files in accordance with the detailed procedures contained in the Office Manual.
- 3.13 To provide support to other assistants as and when required.
- 3.14 To provide guidance to Reception and temporary assistance when required to do so.
- 3.15 To undertake any specific training when required to do so and overall to have a responsibility towards self-development.
- 3.16 To ensure confidentiality of all the firms and clients' documentation and information.
- 3.17 Comply with the Solicitor's Accounts Rules and the Rules on the Professional Conduct of Solicitors or other professional body (if applicable)
- 3.18 Comply with the requirements of the Lexcel and Conveyancing Quality Scheme accreditation and the protocols contained within.