



Humphries Kirk Solicitors
JOB SPECIFICATION

Seeking a **Full time Legal Secretary** to be based in the **Land Department** at our **Dorchester** office to provide secretarial support to our Land Lawyers.

Candidate Profile: This is a role for a skilled legal conveyancing secretary. Candidates must have good overall knowledge of residential conveyancing procedures from instruction to post completion. An understanding of commercial land law would be desirable. The main duties are set out in the job description.

When sourcing new colleagues, as well as looking for the appropriate competencies in relation to the role, we also look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

Knowledge, Skills and Experience Required:

Essential	Highly Desirable
Good overall secretarial knowledge of residential conveyancing procedures from instruction through to post completion work	Commercial land law procedures
Typing of circa 60wpm+ with a high level of accuracy	Digital dictation (Bighand)
Ability to work on own initiative and as part of a team	SOS or another practice management system
Microsoft Office (Word & Excel)	
Excellent written and spoken English	
Articulate and numerate	
Ability to juggle conflicting priorities and work to deadlines	
Resilience and tenacity	
Professionally presented both visually and verbally	
Attention to detail and a high level of accuracy	
Effective organisational & communication skills	
Adaptability & Flexibility	
Quick to adapt to changing priorities	
Conscientious and capable	
Good timekeeping and reliability	
Pleasant demeanour	
A high regard for confidentiality and diplomacy	

Annual salary: From £19,000+ (salary dependent upon skills and experience level)
Hours: Monday to Friday 9-5.00pm with a 1 hour break (35 hours per week).
Holidays: 25 days plus bank holidays and ½ day for birthday.
Other benefits: Contributory pension scheme, Death in service benefit, Life Assurance, Employee Health Cash Plan, Flexitime