



**Humphries Kirk Solicitors  
Support Staff Job Specification**

We are seeking a **Full time Paralegal** for our **Private Client Team** based at our **Crewkerne** office.

The role will be to provide comprehensive Paralegal support to our Private Client Lawyers, to assist them with their large and varied caseload, and to help them in proactively progressing their matter files. Duties will include monitoring finances and Work in Progress billing, as well as compliance and document management. The role will also involve typing and document processing, therefore candidates must be comfortable undertaking these more routine duties as well as supporting on the more complex tasks. Whilst not an immediate need, in the longer term, the successful candidate will be expected to actively progress matter files in the absence of the fee earner (within the boundaries of their role).

**Candidate Profile:** The ideal candidate will be someone who has worked within a similar role as a Private Client Paralegal, however consideration will also be given to other candidates, such as those who have worked within a Legal Secretary role in a private client department, but who have career aspirations to progress into a fee earning role in the longer term.

When sourcing new colleagues, we look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

**Knowledge, Skills and Experience Required:**

<b>Essential</b>	<b>Highly Desirable</b>
Recent experience as a Paralegal/Secretary with working knowledge of Private Client law and long term aspirations to become a Fee Earner	An accomplished Paralegal with extensive experience of Private Client law who is able to work self-sufficiently
Can demonstrate previous experience in, or the ability to undertake, work such as monitoring finances, Work In Progress billing, compliance, document management	Previous experience of managing own caseload
Ability to type with speed and accuracy via dictation methods	Experience of paperlite systems
Working knowledge of Case Management Systems	Own Transport
Excellent telephone manner/ client service skills	
Appropriate computer and keyboard skills including Microsoft Office	
Able to work on own initiative and within a team	
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	
A high regard for confidentiality and diplomacy	

Annual salary: £21,000+ (dependent upon skills and experience level)  
 Hours: Full time, Monday to Friday, 9.00am -5.00pm (35 hours per week)  
 Holidays: 25 days plus bank holidays and ½ day for birthday.  
 Other benefits: Subject to eligibility - contributory pension scheme, Life Assurance, Health cash plan, discretionary bonuses.