



Humphries Kirk Solicitors
Support Staff Job Specification

We are seeking a **Part time** (15-25 hours) **Trainee Secretary** or skilled **Legal Secretary** to support the Lawyers in the **Private Client** Department at our **Dorchester** office. The role is office based.

Previous legal secretarial skills are preferred but not essential, however those applicants without legal secretarial skills must have good typing, admin and communication skills that have been gained in a professional environment, along with an aptitude for learning and a genuine interest to train up as a Legal Secretary. 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 office admin/ secretarial skills gained in a professional environment.	Previous legal secretarial skills (ideally within Private Client)
Strong communication skills, both over the phone and face to face	Working knowledge of Case Management Systems
Fast and accurate copy typing skills (minimum of 35 WPM increasing to 60wpm if Trainee or 60WPM+ if Skilled Secretary)	Working knowledge of digital dictation systems/methods
Willingness to learn and a good work ethic	Own Transport (due to office location)
Appropriate computer and keyboard skills including Microsoft Office	
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: From £18,743+ pro rata for Trainee Secretary or from £22,050+ pro rata for Skilled Legal Secretary (*Guide only - actual salary will be dependent on skills and experience level*)

Hours: Part time, 15-25 hours (flexible on days worked but must be regular pattern)

Holidays: 25 days plus bank holidays (pro-rata) and ½ day for birthday.

Other benefits: Subject to eligibility - contributory pension scheme, Life Assurance, discretionary bonuses, Health Cash Plan, flexitime.