

Job Description

Position: Paralegal

Function: Legal

Reports to: Senior Associate

This job description is generic and, therefore, is not an exhaustive list of duties and responsibilities. These can be expanded upon by your line manager.

Purpose of the role

Providing relevant support to the more senior lawyers in the firm to enable them to give a consistently excellent level of service to the firm's clients.

Key responsibilities of the role include:

- Agreeing a clear plan for the administration of each legal matter at the outset with the senior lawyer on the matter and ensuring the plan is adhered to.
- Creating a 'blue book' for each legal matter and maintaining the same;
- Legal and document research.
- Assisting with disclosure tasks.
- Document management (hardcopy and electronic filing) and photocopying.
- Preparation of court bundles.
- Assisting with procedural aspects of case conduct.
- Attending client conferences and court hearings when required, taking accurate notes and preparing typed copies for later reference.
- Preparation of good first drafts of:
 - chronologies
 - dramatis personae
 - witness statements
 - correspondence; and
 - simple pleadings e.g. summonses

Client Relations:

- To provide a high quality legal service to all B&P clients.

Professional Standards:

- To work and behave in an ethical and professional manner.
- Comply with procedures set out in the staff handbook.
- Carry out duties given by more senior lawyers and follow all reasonable instructions.
- To participate in the growth and development of the department / firm.
- Treat all information about the firm, its clients and their business as wholly confidential.

- Keep up-to-date with changes in the law.
- Attract additional business from new and existing clients.

Personal Development:

- Demonstrate a commitment to ongoing personal and professional development.
- Positively contribute to the achievement of the Firm's strategic business objectives.
- Have a clear understanding of what it would take to develop a career to the next level.
- Support internal procedures and systems of B&P including file / case management, time recording.
- Participate in team meetings.
- Attend internal training and external training as and when required.
- Keep up to date with law and best practice.
- Share knowledge with colleagues.

Fee Contribution:

- To record all chargeable time and to achieve a minimum number of chargeable hours per calendar month, in line with the Firm's current policy.

Strategic and Commercial Awareness:

- To be able to show in a discussion familiarity with B&P's strategy, values, and an understanding of the type of clients B&P is targeting and the reasons why.

Marketing, Business Development:

- Contribute to the firm's business development activities such as article writing or attendance at firm events.

Personal Specification – experience and attributes required:

- Strong academics. Educated to degree level (or equivalent), having preferably obtained a 2:1 or above.
- Completed or working towards the BPTC or LPC with previous experience in a legal environment, ideally in a similar role.
- Possess a good working knowledge of Jersey law and legal procedure.
- Possesses or is willing to proactively develop a thorough understanding of civil and criminal procedure.
- Demonstrate competence in legal research and the ability to accurately identify and analyse key points.
- Display competence in drafting legal documents
- Excellent communication skills including proficiency in spoken and written English.
- A flexible approach to work.

- Demonstrate high levels of initiative and motivation, whilst working closely with other team members.
- Ability to manage assigned tasks in an efficient and timely manner.
- Ability to prioritise effectively to meet deadlines without compromising accuracy.
- Ability to remain calm under pressure.
- Excellent attention to detail.
- Highly effective organisational skills.
- Good interpersonal skills.
- Demonstrate commitment to the success of the firm.
- IT literate.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable adjustments may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable adjustments may be made to enable individuals with disabilities to perform the essential functions.

Status of Job Description

The job description detailed above does not form part of the employee's terms and conditions of employment and may be amended from time to time. Any amendment will be notified to you. The description is, however, intended as guidance as to what is expected in the proper and efficient performance of the role and may be considered in assessing the employee's performance.