

AWDRY BAILEY & DOUGLAS

S O L I C I T O R S

ABD legal Services Ltd

Job Title:	Legal Secretary	Job Category:	
Department/Group:	Conveyancing	Job Code/ Req#:	
Location:	Devizes	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive	Position Type:	
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:	Closing Date:		
Responsible to:	Team Leader - Conveyancing		
Specific Responsibility to:	Fee Earner		
Job Description			
<p>About Awdry, Bailey & Douglas:</p> <p>Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and our new office in Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.</p> <p>Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so In return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.</p> <p>We also want people to enjoy working here and we aim to do this by creating a positive, supportive, and forward-looking environment. Our values are the platform upon which everything is built - excellent client service and making this a great place to work.</p> <p>Our Values:</p> <p>Clients First – A commitment to clients and excellent client service that differentiates us from our competitors</p> <p>Positivity – Adopting a can-do attitude. Finding solutions, not just seeing problems</p> <p>Team Spirit – Camaraderie, support, encouragement, and good humor. Respect for everyone in the firm and acknowledgement of success.</p> <p>Honesty & Fairness – Integrity and professionalism in everything we do.</p> <p>Personal Development – Seeking continuous development & improvement of ourselves and everyone in the firm.</p> <p>Entrepreneurial Spirit – Looking for new ways of providing legal services, new areas of work and new markets</p>			

ROLE AND RESPONSIBILITIES

Job Purpose:

To work within the Conveyancing department providing high quality administrative support and secretarial services. Engage with the team and clients to build and develop strong working relationships and contribute towards making ABD an inspiring and successful place to work.

Typical Activities:

Responsibility for: -

- Dealing with all administrative duties relating to client transactions and secretarial requirements including but not limited to:
 - Managing Fee Earner's diary
 - Preparing files for billing
 - Screening incoming calls
 - Typing of correspondence, photocopying, filing sending faxes and opening new files.
 - Sorting and prioritising mail, emails and messages
 - Dealing with client's matters where appropriate
 - Supporting in all areas of work where appropriate
- Provision of a reliable and efficient service to clients
- Provision of a professional & friendly service to clients with the ability to recognise when clients may be going through a difficult process e.g. divorce or family transactions.
- Preparation of straightforward legal documents
- Commitment to the LEXCEL & Investors in People standards, the requirements of the Law Society and to understand them.
- Being familiar with the basic requirements of the Solicitors Accounts Rules which affect the receipt and payment into the bank of cheques and the accounting of client's monies.

Support with: -

- Liaison with clients and other parties to update and ensure awareness of transaction process at the appropriate times.
- Postal duties as required
- To support with reception cover as required

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Proven experience of Legal Secretary work
- To have the ability to remain calm, polite and focused when dealing with different situations
- To have excellent communication skills both verbal and written
- The ability to build relationships and work collaboratively with all employees
- Sound general administrative experience
- Great attention to detail
- To enjoy a varied workload and working at pace
- To be able to produce a high standard of work when under pressure
- The ability to make sound decisions taking ownership when required.
- To present in a professional manner
- To demonstrate flexibility in approach

- To have excellent IT skills including Microsoft packages

Desirable:

- Legal Secretary Level 2 Certificate/Diploma
- Experience of Investors in People and LEXCEL accreditation

Additional Notes:

You will be expected to attend all update training as required.

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	LL	Date:	17032022
Approved By:		Date:	
Last Updated By:		Date/Time:	