



JOB DESCRIPTION

Title:	Legal Secretary
Department:	Insurance & Public Risk
Team:	Health
Reporting to:	Nominated Lawyers/Department Manager

Browne Jacobson is one of the midlands' leading law firms with a national reputation. We know that our people are the key to our success and we make sure we appreciate and reward everyone's contribution. Not only do we recognise expertise, skills and professionalism, we value highly the very things that make them unique: their passion, their dedication, their approachability and the fact that going the all-important extra mile is second nature.

Primary responsibilities:

To provide a high level of secretarial and administrative support to the insurance & public risk department, primarily to the health team and based in our Nottingham office

Main Duties:

- Preparation of legal correspondence and documents including letters, memos, pleadings and reports
- File management. Ensuring that all files are up to date, including file opening, archiving and structure of paper files
- Liaising with internal and external clients to arrange meetings and appointments
- Undertaking all associated administrative tasks including diary management, legal billing (manual and automated)
- Administration of Solcase ensuring that client data and reporting information is maintained accurately and timely
- Unsupervised preparation of routine legal pleadings, notices, CRU and correspondence
- Any other duties commensurate with the job role as reasonably requested by your supervisor

Technical Skills

- Minimum audio typing speed of 65 wpm
- Will be familiar with legal billing and finance processes

- Will be familiar with defendant insurance litigation and file management responsibilities including file opening, archiving and structure of paper files
- Previous experience of using a case management system is essential
- Previous experience of using digital dictation is essential

Person Skills:

- A team player, able to work on own initiative but as part of the team when appropriate
- Requires to be well organised and methodical with excellent attention to detail and prioritisation skills
- Will be able to prioritise a heavy typing workload whilst delivering a high level of administrative support
- Effective communicator with the ability to problem solve directing enquiries where appropriate
- Confidential and discreet but able to re-direct information when appropriate to ensure areas of concern are resolved efficiently and effectively
- A proactive, professional and flexible approach to work, conscientious, takes personal responsibility for own work and is accountable for its delivery and quality