

JOB DESCRIPTION

1. **JOB TITLE:** Conveyancing Assistant
2. **DEPARTMENT:** LCF Residential
3. **REPORTING TO:** Head of Residential
4. **REPORTING TO THIS POSITION:** Not applicable
5. **OVERALL RESPONSIBILITY:**

- 5.1 To provide cost effective administrative support to the Head of Department and other fee earners in the team in the work of the department and
- 5.2 To undertake fee earning work and provide a profitable contribution to the work of the department.
- 5.3 To ensure the successful development of the firm in line with the business plan.

6. **MAIN AREAS OF RESPONSIBILITY:**

This does not set out every responsibility but provides an overview of your main areas of responsibility.

- 6.1 Undertake certain elements of fee earning work under supervision, in particular:
 - 6.1.1 file creation
 - 6.1.2 generation of suitable client care correspondence
 - 6.1.3 completion of client questionnaires
 - 6.1.4 drafting of court documentation
 - 6.1.5 attendance at routine directions/interlocutory hearingsThe jobholder is not designated as a matter handler for file review purposes and does not therefore have his/her own file caseload.
- 6.2 Deal wherever possible with routine client enquiries and communications.
- 6.3 Manage the collation of matter start and matter completion data.
- 6.4 Deputise for the designated fee earner in his/her absence, passing urgent issues to another senior fee earner for guidance.
- 6.5 To manage all client work allocated by the head of department and in accordance with detailed procedures and quality standards set by the firm from time to time.
- 6.6 To ensure that all client work is progressed expeditiously and that the client is kept regularly informed on progress and on costs.
- 6.7 At all times to exercise high standards of client care in a professional and pleasant manner.
- 6.8 To ensure the confidentiality and security of all of the firm's and client documentation and information.
- 6.9 To comply with the Solicitors Accounts Rules and the Rules on the Professional Conduct of Solicitors.
- 6.10 In liaison with Head of department to be active in promoting the services of the firm and its image and ethos.
- 6.11 In liaison with Head of department to take active part in the marketing, promotion and development of the department
- 6.12 To maintain clear and precise communications with other personnel of the firm.
- 6.13 To ensure good working relationships with external institutions and organisations.

7. **SKILLS:**

- 7.1 A pleasant but assertive manner in dealing with colleagues and clients, tact and resilience.
- 7.2 Effective communication skills, both orally and in writing
- 7.3 Efficient and well organised with good control of diary systems and competence in the firm's computer facilities.