

## JOB DESCRIPTION

1. **JOB TITLE:** Secretary
2. **DEPARTMENT:** To be discussed
3. **REPORTING TO:** To be discussed
4. **REPORTING TO THIS POSITION:** Not applicable
5. **OVERALL RESPONSIBILITY:** Providing day to day secretarial support for the designated lawyers and assistance when required within the department.

6. **MAIN AREAS OF RESPONSIBILITY:**

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

- 6.1 General office duties including typing, filing, production and distribution of notes and letters, arranging meetings and keeping the diary, dealing with general enquiries, photocopying.
- 6.2 Supporting the designated lawyers in the management of client expectations; management of the working day commitments and production and delivery of legal services
- 6.3 Liaising with clients by telephone and personally.
- 6.4 Providing general secretarial assistance to designated lawyers and the Department as required.
- 6.5 Willingness to work beyond the limits of the normal working hours where time pressures and workload require additional input from both lawyer and secretary.
- 6.6 Other duties and projects as required.

7. **SKILLS:**

- 7.1 Good typing and audio skills.
- 7.2 Knowledge of Microsoft Word and Microsoft Outlook.
- 7.3 Good telephone manner, organisational and communication skills.
- 7.4 Ability to work on own initiative.
- 7.5 Ability to handle confidential matters professionally and with discretion.

8. **HOURS OF WORK:**

9.00 am – 5.30 pm with one hour for lunch each day to be taken between 12.00 noon and 2.00 pm.