Legal Assistant
Clinical Negligence

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Colchester and Leeds we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators. As well as offering Personal Injury and Clinical Negligence, we are a "full service" firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects & Property. Over the past few years we have grown significantly and now have approximately 240 employees.

The role:

You will primarily be assisting the Head of Department and Solicitor with their caseloads. You will help to ensure that all deadlines and client expectations are met in line with the department's objectives. You will ensure quality standards are adhered to at all times.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Assisting the Solicitors in your team with specific tasks allocated on their files and providing them with progress reports as required.
- Assisting with the organising and maintaining of the Solicitor's tidy and accurate files both in hard copy and electronically;
- Speaking with new and existing clients;
- Providing cover and support to the other Legal Assistants within the team as and when required;
- Meeting reasonable targets and deadlines on individual files and those set by Fee Earners;
- Follow department procedures, the Solicitor's accounts rules and the Firm's policies and procedures as detailed in the Office Manual.
- Undertaking such duties and tasks that are appropriate for the role of Legal Assistant such as changes in information systems and new technology as may reasonably be required.
- General administration roles to assist the smooth running of the department.

Person Specification

Essential skills

- Good drafting skills.
- Conduct effective legal research.
- Competent in all MS applications, to include Word, Excel and Outlook.
- Previous Legal Assistant or Paralegal experience.
- Good communication skills at all levels.
- Must be client focussed and have an approachable manner with good communication skills/telephone manner.
- Have a methodical approach, with good attention to detail and the ability to communicate clearly and confidently at all levels.
- Possess a strong customer service ethic with the ability to empathise with clients.
- Excellent administration skills, organisation and attention to detail.
- Good time management skills, able to deal with more than one task at a time, able to work with limited supervision, able to work under pressure and to tight deadlines, able to prioritise a heavy workload.
- Be a supportive team player and willing to assist others.
- Self motivated, enthusiastic, tenacious and approachable.
- Be assertive and confident with dealing with people at all levels.
- Be calm and professional at all times.
- Be punctual and flexible. If you have capacity, you may be required to help other departments, or team members, though this tends to be very rare.
- At least one year's previous experience within Clinical Negligence / Personal Injury

Desirable skills

- 2:1 degree or equivalent in Law (or appropriate conversion).
- Successful completion of the LPC or studying the LPC part time.
- Studying ILEX.
- Knowledge of DMS (Document Management System).

If you would like further details or wish to apply for this position please email your CV and covering letter direct to **legal.recruit@devonshires.co.uk** and also complete the diversity monitoring questionnaire which can be accessed by clicking here.

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the recruitment monitoring survey *in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at* ***www.devonshires.com***