



Outdoor Clerk

Litigation and Housing Management

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester, 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 but in particular we act for a significant number of charities and housing associations. 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.

Job purpose

To assist the Litigation and Housing Management Department by preparing court documents, delivering them to court and attending hearings and to also provide assistance and support with projects/adhoc duties in line with the department’s objectives.

Main Duties and Responsibilities of the Role:

- Preparing Trial Bundles for Court;
- Attending Court – summarising the hearing and judgement given;
- Issuing and filing Court proceedings;
- Liaising with clients, barristers and solicitors at Court;
- Clerking trials including taking accurate minutes;
- Serving papers ;
- Issuing of writs;
- Making general enquiries regarding case progression;
- Supporting the fee earners within the Housing Management team with ad hoc tasks on their matters;
- Copying and sorting files;
- E-Filing documentation;
- Appearing at short hearings before a master/District Judge.

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.

Person Specification

Essential

- 5 GCSE's or equivalent at grade C or above, including English and Maths;
- Good Literacy and Numerical Skills;
- Working Knowledge of Word;
- Excellent Time Management Skills ;
- Ability to show initiative and work without supervision;
- Ability to understand and interpret complex information and able to summarise and convey this information in a clear manner;
- Outgoing, confident manner;
- Diligent;
- Personable;
- Willingness to learn;
- A high attention to detail to process and file documentation to a consistently high standard;
- Excellent communication skills, verbal and face-to-face;
- Ability to prioritise workload to increase efficiency for the team;
- Ability to be flexible and adapt to the requirements of the team;
- Reliable, enthusiastic, trustworthy and proactive team player with a "can do" attitude.

Desirable

- 6 months minimum experience within a similar role and achieved within a professional services environment (preferably law);
- Working knowledge of Microsoft Outlook and Excel;
- Knowledge of CE-File.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support@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, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are 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, and our Diversity statistics, please visit our recruitment pages at www.devonshires.com.