



## Paralegal Housing Management

### **Job Purpose:**

We are seeking to recruit a Paralegal to work within our Litigation – Housing Management Team. The successful candidate will assist the Solicitors with their work as well as building their own caseload. Ideally they will have Property Litigation experience but this is not essential.

The role will involve providing advice and assistance to Registered Providers of Social Housing and private landlords in a broad range of matters including possession proceedings based on rent arrears, breach of tenancy, anti-social behaviour and unauthorised occupiers, injunction proceedings, disrepair claims and claims against leaseholders including forfeiture.

### **The Team:**

The team, which is one of the largest in England & Wales, consists of a total of 16 fee earners, including 3 partners, 8 solicitors, 1 Chartered Legal Executive and 10 Paralegals/Outdoor Clerks with a wealth of experience in this field.

Our Housing Management Department acts for over 100 Registered Providers (RPs) in England and Wales advising on all aspects of housing management advice.

We believe that effective housing management is key to our clients' performance as social landlords.

### **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.

- Assist solicitors and other fee earners in the day to day running of files
- Draft and prepare claim forms, pleadings and witness statements for the County Court, ensuring all are prepared as soon in advance as possible
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time
- Prepare trial bundles
- Liaise with Court prior to trials to ensure necessary paperwork is sent and received and follow up on late/lost paperwork
- Attending Court to assist Barristers and other fee-earners
- Conduct advocacy in the County Court on routine matters
- Assist with enquiries made by clients, Barristers and other fee earners, chasing paperwork where necessary
- Organise and maintain tidy and accurate files both in soft and hard copy
- Occasionally undertake site visits
- Meet targets that may be set from time to time by Line Manager
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual.

## Person Specification

### Essential skills

- Minimum 2:2 degree or equivalent in Law (or appropriate conversion)
- Conduct effective legal research
- Possess solid drafting skills
- Possess the ability to prepare pleadings and witness statements for the Court
- Excellent administration skills, organisation, including own diary management
- Excellent level of attention to detail
- Competent in all MS applications, to include Word, Excel and Outlook
- Confident communication skills at all levels with the ability to communicate in “plain English”
- Must be client focussed and have an approachable manner with good communication skills/telephone manner
- Have a methodical approach, with good attention to detail
- Possess a strong customer service ethic with the ability to empathise with clients
- Good time management skills and 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 willing to learn
- 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

### Desirable skills

- Successful completion of the LPC or studying the LPC part time
- Have experience of dealing with RPs/private landlords
- Some experience in a similar role
- Have experience of dealing with the County Court
- Knowledge of DMS (Document Management System)
- Knowledge of Partners for Windows (time recording 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](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees and 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. 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](http://www.devonshires.com).*