



Job description - Clerking Assistant

Location: London

Hours of Work: 40 hours (Monday to Friday)

Contract: Permanent Full Time

Salary: £22,000 per annum

Reports to: Senior Clerk

Main duties include:

Key Responsibilities Include

- Assisting with the day to day diary management
- Chasing case papers
- Collecting the DX each morning, recording it, and distributing it correctly
- Extensive telephone work with instructing solicitors and courts with regard to fixing hearings and fielding general queries on cases
- booking cases and opportunities onto LEX diary system
- Obtaining daily listings
- Liaising with other Chambers to request cover for cases when required
- Efficiently organising and up keeping Barristers' diaries and ensuring they are aware of their daily diary commitments
- Maintaining good relations with Court Staff.
- Dealing with correspondence, entering detailed description on to the computer records, dealing with queries or allocating requests.
- Monitoring the Clerks inbox



- Building strong relationships and a position of trust with instructing solicitors, members of Chambers and your team in the clerks room
- Assisting other members of the Senior Management team
- Attendance and involvement in chambers' events when required
- On occasion, deputising for the Practice Manager in periods of absence
- Assisting the Marketing Assistant with organising Chambers events
- Attending Court and/or Library when required
- Organisation of post/ deliveries upon arrival in Chambers
- Greeting clients at the door and offering refreshments
- Assisting with the set with all conferences and mediations taking place in Chambers
- Booking couriers/cabs when required

Person Specification

The successful candidate will need to:

- Have a can do attitude and a willingness to learn
- work effectively under pressure, being reactive to last minute demands
- Have a polite telephone manner
- Be a strong communicator, able to converse articulately at all levels
- Be able to take accurate messages and rely them onto the SMT
- Be friendly, professional and polite when greeting clients in Chambers
- Be well presented at all times

1 June 2022

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