

JOB DESCRIPTION

Job Element	Detail
Job Title	Junior Clerk
Reporting To	Practice Manager
Main Purpose of Job	To ensure that Radcliffe Chambers runs smoothly, through providing a first-rate administrative/practical service to assist both our barristers and our clients.
Key Responsibilities	<p>Assisting the practice managers and the rest of the practice management team and the office manager with the day to day running of Chambers, duties will include but not limited to:</p> <ul style="list-style-type: none"> • Responsible for largescale printing and collation of court papers, bundles of authorities and documents for court hearings. • Collect DX promptly each day. • Answering incoming calls, transferring calls to barristers, and dealing with any enquiries. • Updating cases and diary entries onto LEX. • Updating incoming paperwork onto LEX. • Administrative tasks including post/DX/couriers. • Taking papers over to the courts for hearings/trials. • Lodging arguments, orders etc at the courts. • Delivering papers and briefs etc to barristers. • Collecting outgoing papers for return to clients or confidential destruction. • Printing and photocopying and other ad hoc duties as requested. • General housekeeping duties around Chambers. • Travel queries. • General miscellaneous diary bookings. • Liaising with solicitors.
Person Specification	
Education/Qualification	A minimum of 5 GCSE's, including Maths and English
Required Qualities, Knowledge, and Skill Set	<ul style="list-style-type: none"> • Excellent oral and written communications skills. • Good IT skills. • Ability to do a considerable amount of manual labour. • Good interpersonal skills. • Have initiative, and ability to work under pressure, adapting to new demands within a busy team. • Practical skills of printing, photocopying etc. • Helpful but not essential to have some understanding of a barrister's chambers or legal environment.