

## JOB SUMMARY - IN HOUSE PARALEGAL

The In House Paralegal will provide a valuable support for Fee Earners across the department, handling cases and preparing for hearings and meetings. They will perform clerical tasks as well as legal research. Maintaining case files and drafting legal documents and supporting the building of up to date legal precedent bank.

The In House Paralegal will be able to run and handle own case transactions with supervision, areas of law and specialism will include, but not be limited to, Commercial Property, Commercial and Business Practice, Commercial Contracts, Trusts and Equity, Employment, Intellectual Property and Information Technology. You will be expected to perform additional ad hoc functions to assist other departments within the office as required.

### Principal Accountabilities:

- Performing research on applicable regulations and laws as required.
- Collecting and organising file papers and any other necessary documents in respect of individual instructions and case files for qualified individual lawyers to review
- Keeping client files organised and up to date in paper and/or electronic format
- Conducting conflict checks, AML checks and file opening procedures.
- Raising commercial searches such as Property searches (Local, Water and Drainages, Environmental, Chancel), HM Land Registry Searches, IP registry, Trademarks.
- Conducting completion of HM Land Registration applications and submissions alongside dealing with any requisitions on title.
- Obtaining copies of planning documentation.
- Obtaining indemnity policy quotations and arrange for the policy to be put in place as needed if required. Understanding and awareness of compliance with SRA and FCA regulations in this area.
- Drafting formal legal documents, such as contracts and pleadings, as well as correspondence with clients and other parties as directed by supervising Solicitor or Lawyer.
- Assisting during meetings with Clients or Company Board by taking notes.
- Contacting clients to investigate the case and keep them apprised of the case's status.
- Ability to attend to basic clerical tasks, such as photocopying, making and receiving phone calls, and fielding correspondence.
- Recording and handling all incoming and outgoing post duties, including scanning.
- Documenting and filing away all Safe custody of Asset Documents as needed.
- Processing of clients instructions and any related task activity accurately and to the service standards set by the Company, at all times maintaining confidentiality and demonstrating discretion.
- Building good relationships with clients and business introducers.
- Answering incoming calls politely, professionally and efficiently using the Company's telephone system, re-direct calls as appropriate and take detailed messages when required.
- Answering the office door, meeting and greeting guests and clients.
- Ensuring that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.
- Fulfilling any other reasonable requirement of the department.
- Proactively identifies risk within the department and escalates concerns to Manager.

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The ideal candidate must possess a high degree of interpersonal skills and utilise these to build trust and confidence across the Company. They must also be courteous and helpful at all times.

### Technical Competencies:

- Minimum 2 years of legal experience, whether in house or in private practice. educated to minimum of all or any of the following;
  - NALP Paralegal practice award, certificate, diploma and/or
  - Postgraduate paralegal diploma and/or
  - a Law Degree and/or
  - An award in legal studies and/or
  - Legal secretary certificate or diploma
- Ability to manage multiple tasks, challenging caseloads in a fast paced environment
- Demonstrates superior research skills and the desire to develop understanding of the law
- The ability to work well under pressure and to tight deadlines
- Flexibility and adaptability in your attitude and approach to work
- Business acumen and an understanding of the clients' needs
- Professionalism when working with colleagues, senior partners, experts and clients
- Legal database certifications such as LexisNexis or Westlaw are very useful but can otherwise demonstrate superior research skills.
- Excellent editing, verbal and written communication skills.
- MS Word knowledge, essential, good working knowledge of Excel, PowerPoint, Outlook.
- Confident telephone manner.
- Sound knowledge of the law and English legal system.
- Strong organisational skills, familiar with electronic document management and filing systems.
- High Level of discretion with confidential matters. Ability to exercises effective judgements, sensitivity, creativity to changing needs and situations.
- Detail oriented computer and literacy skills.
- Adaptable, professional, courteous, motivated and work well on their own or as a member of the Team

This is a full time vacancy.

Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

Start date: Immediately

Duration: Permanent

Person specification: A full Job Description is available on request.

All candidates will be asked to confirm their eligibility to work in the UK at interview stage, and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to - [recruit@curtisbanks.co.uk](mailto:recruit@curtisbanks.co.uk)