

### Paralegal/Legal Administrator

We are looking for a Paralegal/Legal Administrator to join our expanding team of family lawyers.

We are a highly regarded, niche law firm, specialising exclusively in private family and divorce law. We are located in attractive offices in a converted barn complex on the outskirts of Faringdon, with good bus links to both Oxford and Swindon.

**Start date:** September 2022

**Term:** Permanent

**Working hours:** Preferably full time (37.5 hours), but part-time/flexible will be considered

**Qualifications:** 3 "A" levels or equivalent/CILEX level 3

**Experience/skills:** Excellent communication skills and telephone manner  
Highly literate and numerate with the ability to read and assimilate complex written information  
Excellent attention to detail and ability to proof-read  
Proficiency in typing  
Advanced working knowledge of Microsoft applications including Word and Excel (desirable although some training will be given)  
Previous experience of family law within a privately funded department (desirable but not essential)

### Job Description

This is a central support role working with fee-earners and will require some independent work and initiative. Would particularly suit a candidate who is interested in qualifying through the CILEX route.

Legal duties will include:

- Drafting routine/non-routine letters subject to experience
- Checking lengthy documentation and proof-reading
- Completing legal forms and applications
- Legal research
- Attending client interviews and taking notes
- Liaising with clients and taking instructions
- Attending court and sitting behind counsel
- Briefing counsel

Administrative duties will include:

- File opening/closing/data input/checking ledger balances
- Keeping electronic client files up to date/electronically filing letters/documents/organising filing
- Preparing documentation/court bundles using document management bundling system
- Preparing bills
- Answering the telephone, dealing with basic client enquiries, booking appointments

- Meeting and greeting clients, making tea and coffee for client meetings
- Liaising with the court and counsel's clerks
- Organising fee earners' diaries and ensuring key dates are recorded.
- Organising training for fee earners and keeping the training log up to date.

This role is office based.

We have an office dog.

**Please apply in writing with CV and covering letter to:**

**Jane Aizlewood**  
**Director**  
**Selby Lowndes Family Solicitors**  
**3 Ram Court**  
**Wicklesham Lodge**  
**Faringdon**  
**Oxfordshire, SN7 7PN**  
**Email: [jane@slsfamilylaw.co.uk](mailto:jane@slsfamilylaw.co.uk)**

**Closing date for applications: 8<sup>th</sup> July 2022**

**First Interviews to be held week commencing 24<sup>th</sup> July**

**No agencies please**