

Legal Assistant - Job Description
12-month contract commencing September 2023

Duties

The Legal Assistant will be required to:

1. Undertake broad legal research-based work for ongoing and contemplated proceedings. This includes researching points of law and on occasion, supplying notes summarising those points, finding authorities for barristers, finding Standard Form Contracts and relevant commentaries and acting as a first port of call in the library to identify and supply relevant textbooks and law reports.
2. Provide barristers with a comprehensive monthly update of case-law relevant to Chambers' areas of practice.
3. Provide draft copies of talks/PowerPoint slides for seminars, presentations, and draft articles/notes for journal articles.
4. Conduct research for publications that members of Chambers are involved in and assist with editing/proofing the publications.
5. Draft case summaries for the barristers' website profiles.
6. Assist as needed with preparation of documents and authorities for court and other proceedings.

Responsibilities

The Legal Assistant's duties will be subject to the following responsibilities:

7. The Legal Assistant will be required to meet regularly with their Line Manager to review workload and to help plan upcoming commitments, especially in the early months.
8. To undertake continued training as appropriate for the role.
9. To assist in other areas of Chambers work as directed to ensure the smooth running of Chambers.
10. To work in a safe manner and to identify any health and safety hazards and advise the Director of Operations or Finance and Administration Manager.