

## EMPLOYEE JOB DESCRIPTION

**Job title:** Legal Secretary  
**Department:** Private Client  
**Reports to:** The Partner for the Private Client Department

### Job Summary:

To provide an efficient, high quality secretarial/PA service.

### Key Tasks:

- Preparing accurate correspondence and documents through digital dictation/ word processing
- Attending to clients in person, on the telephone or in writing, in a professional and friendly manner at all times in keeping with excellent standards of client care.
- Making appointments, arranging meetings and managing the diary of Solicitors in the Department.
- Maintaining efficient filing systems including opening, updating, closing, storage and retrieval of client files in accordance with the firm's procedures.
- Scanning and copying documents and preparing mail and enclosures for dispatch.
- Provide reception cover over lunchtime and holiday periods including preparing meeting rooms with refreshments.
- Ensuring strict confidentiality of all the firm's and clients' documents and information at all times.

**The above list is not exhaustive and other tasks within the scope of the post and capabilities of the post holder may be allocated from time to time. Full training will be provided and all allocated tasks will be supervised and checked.**