

# STEWARTS

## Job description

Job title:	Paralegal
Reporting to:	The Head of Department/Trust & Probate Litigation Partners
Department:	Trust & Probate Litigation
Purpose of role:	To provide assistance to the Trust & Probate Litigation team.
Hours:	Permanent, full-time, working hours are 37.5 hours per week which may be worked flexibly between 9.00am and 6.00pm Monday to Friday with a daily lunch break of one hour. There may be a requirement to work additional hours from time to time

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## Overview

The team aims to continue to be the leading contentious trust and probate department acting for both private and institutional clients on onshore and offshore trust litigation, domestic and international probate disputes, and work in the Court of Protection.

## Standard paralegal duties:

- General administration including filing, photocopying, message taking and diary arrangements
- Producing basic correspondence
- Undertaking legal research
- Taking statements from clients and witnesses
- Assisting in the preparation of instructions to counsel
- Preparing schedules of documents
- Making searches
- Preparing draft orders
- Proof reading, marking up and amending pleadings
- Maintaining cost files, claims and arranging payments of disbursements
- Assisting in the preparation of 6 monthly cost letters
- Undertaking other ad hoc duties

## Job skills required:

- Essential: SQE1 or LPC (or equivalent) and at least 2:1 at undergraduate level.
- Previous experience preferred

- Excellent typing and IT skills, including good working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel and Outlook)

**Business Development and Financial skills:**

- Understands client needs and displays an appropriate sense of urgency
- Demonstrates general commercial awareness and vision, helps to build client relationships through pursuing own business development/marketing initiatives
- Assists with and/or attends social, fund-raising or training activities
- Represents the firm appropriately, develops own professional network and raises personal and firm profile
- Records time effectively, achieves/exceeds hours targets

**Knowledge-sharing skills:**

- Makes use of the firm's collective knowledge resources, promotes internal knowledge-sharing
- Attends and contributes towards know-how or team meetings

**General skills:**

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player
- Reflects the firm's culture