

# STEWARTS

## Job description

Job title:	Costs Paralegal
Reporting to:	Costs Lawyer / Senior Cost Draftsperson
Department:	Costs
Purpose of role:	To provide assistance to the Costs 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

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## Department

The Costs team assist and advise on all aspects of legal costs, including quantification and the resolution of cost disputes: both between the litigating parties and solicitor and own client disputes. Additionally, with cost budgeting now a central part of civil litigation, the team provide a prospective and logical approach to forecasting costs. The team also specialise in providing carefully constructed estimates for private paying clients, ATE insurers and third party funders to ensure financial expectations are sufficiently managed at various stages of instructions.

## Job responsibilities:

- Undertakes legal research and online searches
- Preparing breakdowns for negotiation
- Preparing N260 forms ( Statement of Costs)
- Assisting in cost budgeting process
- Auditing phase based time recording on matters subject to budgeting process
- Assisting in preparation of Inter-Parte Bills of costs
- Assisting in drafting legal documents ( Replies to Points of Dispute / Applications)
- Preparing documents in support of Notice of Commencement for service
- Preparing papers to accompany N258 form ( Request for Detailed Assessment)
- Preparing itemised bundles to support costs claim at Detailed Assessment
- Assisting Costs Lawyer in Detailed Assessment process generally
- Advising on cost issues where appropriate
- Advising on cost offers where appropriate
- Team working with other Cost Lawyers. Cost Draftsmen and Litigation Fee-Earners
- Undertaking any other reasonable duties as requested

**Job skills required:**

- Excellent typing and IT skills, including good working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, Access and Outlook)
- Understands client needs and displays an appropriate sense of urgency
- Demonstrates general commercial awareness and vision, helps to build client relationships
- Represents the firm appropriately, develops own professional network and raises personal and firm profile

**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