

# STEWARTS

## Job description

Job title:	Paralegal
Reporting to:	Personal Injury Partners
Department:	Personal Injury
Purpose of role:	To provide assistance to the Personal Injury 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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## Standard paralegal duties:

- Produces correspondence
- Undertakes legal research
- Taking statements from clients and witnesses
- Assisting in the preparation of instructions to counsel
- Prepares schedules of documents
- Proof reading, marking up and amending pleadings
- Making searches
- Preparing draft orders
- Maintains cost files, claims and pays disbursements
- Assists in the preparation of 6 monthly cost letters
- General administration, including filing, supporting internal processes and supporting the team's partners, including message taking, diary arrangements, travel planning and supporting business development activities
- Contributes to department activities, such as business development initiatives (e.g., drafting articles/presentations) and internal know-how/training sessions
- Undertakes other ad hoc duties as required by the team

## Job skills required:

- 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
- Respects the firm's working environment and culture