**Paralegal job description**

To work as part of a team and assisting solicitors with case preparation including the following tasks:

Preparing bundles for counsel

Preparing trial bundles

Reviewing disclosure and preparing disclosure lists

Appearing before master and district judge for simple matters

Clerking hearings, trials, inquests as necessary

File organisation and document management

Legal and other research

Client Care

Taking statements and interviewing witnesses

Dealing with new inquiries

Assisting with billing and preparing costs schedules

Applying for funding and amendments to legal aid certificates

Other administrative tasks as required

**Paralegal Person specification**

Working knowledge of CCMS System

IT skills including reasonable typing speed

Numeracy and ability to keep abreast of costs

Literacy – drafting clear and comprehensible letters, statements and other documents

Research skills – including good knowledge of internet

Ability to understand and apply Civil Procedure rules, civil legal aid, conditional fee agreements and the principles of costs in civil claims

Well organised – including good document management

Ability to manage and prioritise workload

Diary management

Ability to work effectively as part of a team

Good communication skills (written and oral)

Commitment to challenging injustice and assisting those subject to state neglect and abuse

understanding and a commitment to the ethos of Birnberg Peirce