

JOB DESCRIPTION

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| JOB TITLE: | Junior Clerk – Crime (Sheffield) |
| REPORTS TO: | Senior Clerk – Sheffield/Lead Clerk (Crime) |
| LOCATION: | SHEFFIELD base but may be required to travel to other sites and to client’s offices on occasion |

JOB SUMMARY:

To assist in the overall delivery of clerking services to the Crime and Regulatory practice group. To provide counsel and their clients with a comprehensive clerking service. To provide support to the Senior Clerks in tasks delegated. To provide support and assistance in the training and development of junior colleagues where appropriate.

1. KEY RESPONSIBILITIES AND DUTIES

1.1 Clerking Team

To assist the Group Senior Clerk in ensuring the smooth running of the crime & regulatory group clerking function by:

1. Computer recording of briefs and instructions.
2. Ensure all barristers have access to papers, DCS invites and access to drop box papers prior to hearings.
3. Chasing telephone bookings for briefs.
4. Inputting of briefs and instructions on the computer and cross-referencing case details and diary dates from all briefs and correspondence.
5. Ensuring all briefs received have correct offence, URN & DOB
6. Checking Courts, Criminal lists and attending listing meetings when required, recognizing additions to the list.
7. Processing incoming emails and post.
8. Processing advices and service standard forms
9. Telephone enquiries/bookings (with guidance of more senior clerks where necessary)
10. General telephone enquiries from members, e.g. availability etc.
11. Locating cases in the library and photocopying.
12. Learning diary management.
13. Use of EDM. Scan in any post that we receive and upload onto drobox into the correct folders for members to use.
14. Arranging conferences for members and fix for their availability.
15. Liaise with other Chambers to list cases for a convenient availability.

16. Run and maintain MLC reports.

1.2 Marketing and Networking

1. Assisting the Senior Clerk in marketing initiatives, such as arranging and attending Chambers' seminars and events.
2. Keeping marketing lists up to date.

1.3 General

1. To ensure the implementation of the equality and diversity policy.
2. To promote a culture of continuous improvement by personal example and quality of contribution.
3. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.
4. To comply with the principles of GDPR in line with Chambers' Information Management Policy and Data Protection Policy.

2. KEY PERFORMANCE INDICATORS

- Accurate administration and recording of information
- Accurate list checking
- Good listing placements from meetings
- Strong team working
- Excellent standard of client and member care
- Accurate information passed to members of Chambers
- Work allocation to appropriate counsel in good time for work to be prepared
- Work allocated to appropriate counsel avoiding conflict of interest and potential clashes where possible
- Good feedback from clients and members of the group on performance



ST JOHNS
BUILDINGS
BARRISTERS CHAMBERS

PERSON SPECIFICATION

Junior Clerk - Crime (Sheffield)

| | Standard | Essential | Desirable |
|--|--|-----------|-----------|
| Qualifications, knowledge, experience | Educated to GCSE standard with 5 GCSEs grade C / 4 or above (or equivalent) | E | |
| | Experience of working in a barristers' chambers as a clerk | | D |
| | Knowledge of crime and related legal proceedings | | D |
| | Knowledge of barristers' chambers, the work of barristers and the role of chambers – and a genuine interest in a long-term career as a clerk | E | |
| | Knowledge of MLC or similar diary management computer software | | D |
| | Knowledge of fee regimes | | D |
| | Experience of working in administrative capacity | E | |
| | Knowledge of local legal market, courts etc. | | D |
| Skills & abilities | Diary management | | D |
| | Negotiation skills | | D |
| | Strong communication skills and a polite, friendly and approachable style | E | |
| | Strong IT skills, computer confidence | E | |
| | Attention to detail, careful and secure approach | E | |
| | Team player | E | |
| | Systematic, organised work style | E | |
| | Strong customer skills and ethic | E | |
| | Honesty and integrity | E | |
| | Diplomacy | E | |
| | Self-motivation, hardworking | E | |
| | Willingness to learn and develop | E | |
| | Able to work at speed | E | |
| | Smart, business-like personal presentation | E | |