

## **Legal Support Assistant**

Salary upon Application

Hybrid Position – Working From Home/Office (Barking)

This is a varied role requiring a dynamic individual who is capable of working under their own initiative and capable of thinking “outside of the box”! The successful applicant will need to be highly motivated and productive. They will become a much relied upon member of our very small team.

We are a Lexcel Accredited Family Legal Aid Practice (no private clients) and have been established as a leading provider of Legal Aid services for over 40 years.

We concentrate on providing Legal Representation in Care Proceedings and Other Public Law matters.

The successful candidate will require the following skill set:

Professional

Organised

Case Management System knowledge and understanding (preferably Partner 4 Windows)

GDPR (data protection and client confidentiality)

ADOBE Pro DC PDF (Document/File Maintenance & Collation)

File Opening Procedures (Lexcel)

Excellent Typing Speeds

Excellent Grammar & Written English

Audio Dictation

C100 & C2 Applications to Issue Proceedings

C2 & Part 25 Applications

CCMS Funding Applications

CCMS Funding Amendments

CCMS Payments on account

CCMS Prior Authorities

Email Management (Filing)

Microsoft Outlook 365 (One Drive, Calendar)

Downloading Secure Emails & Attachments

Preparation of Court Pleadings Bundles (PDF Electronic Collation)

Liaising with Barristers Chambers, Local Authorities

Instruction of Experts (Psychologists/Psychiatrists/HSTs etc)

Indexes

Positions Statements

Statements

Letters of Instruction

Client Care letters

Court Attendance Notes

Attendance Notes

Answering Telephone Enquiries (Good communication skills essential)

If you think you have the right skill set to be able to complete the above, send your CV to me Email – [gjlawrecruitment@gmail.com](mailto:gjlawrecruitment@gmail.com)