

# LCF | RESIDENTIAL™

## JOB DESCRIPTION

JOB TITLE:	Conveyancing Assistant
DEPARTMENT:	LCF Residential
REPORTING TO:	Head of Residential
REPORTING TO THIS POSITION:	Not applicable

## OVERALL RESPONSIBILITY:

To provide cost effective administrative support to the Head of Department and other fee earners in the team in the work of the department and;

To undertake fee earning work and provide a profitable contribution to the work of the department.

To ensure the successful development of the firm in line with the business plan.

## MAIN AREAS OF RESPONSIBILITY:

This does not set out every responsibility but provides an overview of your main areas of responsibility.

Undertake certain elements of fee earning work under supervision, in particular:

- file creation;
- generation of suitable client care correspondence;
- completion of client questionnaires;
- drafting of court documentation
- attendance at routine directions/interlocutory hearings
- The jobholder is not designated as a matter handler for file review purposes and does not therefore have his/her own file caseload.

Deal wherever possible with routine client enquiries and communications.

Manage the collation of matter start and matter completion data.

Deputise for the designated fee earner in his/her absence, passing urgent issues to another senior fee earner for guidance.

To manage all client work allocated by the head of department and in accordance with detailed procedures and quality standards set by the firm from time to time.

To ensure that all client work is progressed expeditiously, and that the client is kept regularly informed on progress and on costs.

At all times to exercise high standards of client care in a professional and pleasant manner.

To ensure the confidentiality and security of all of the firm's and client documentation and information.

To comply with the Solicitors Accounts Rules and the Rules on the Professional Conduct of Solicitors.

In liaison with Head of department to be active in promoting the services of the firm and its image and ethos.

In liaison with Head of department to take active part in the marketing, promotion and development of the department

To maintain clear and precise communications with other personnel of the firm.

To ensure good working relationships with external institutions and organisations.

**SKILLS:**

A pleasant but assertive manner in dealing with colleagues and clients, tact and resilience.

Effective communication skills, both orally and in writing

Efficient and well organised with good control of diary systems and competence in the firm's computer facilities.