

Second Junior Clerk

Job Description

Responsible to: Senior Clerk

Location: Ipswich full time, with cover at Chelmsford and Norwich Chambers when required.

Holiday: 20 days plus 8 bank holiday days.

Diary Management

Supervision of junior members of staff to ensure all the diary management tasks are completed in a timely fashion.

Day-to-day diary management.

Chasing instructions and managing the diary for the next day, week and month.

Ensuring upcoming privately-funded hearings have fees agreed.

Utilising Courtserve to ensure all hearings for the next day are listed and have a Judge.

Resolving any issues if a case is not listed.

Taking bookings for members of chambers and advising on suitable counsel when required.

Quoting and negotiating fees.

Logging papers on Lex and ensuring members of chambers have all the papers in good time.

Liaising with the court and solicitors to fix hearings on cases where necessary.

Fees

Invoicing for work done.

Chasing aged debt.

Business Development and Marketing

Conducting practice reviews with members of chambers.

Attending networking events.

Building relationships with solicitors

General:

Dealing with Public Access enquiries

Assist with the administration of Chambers as and when necessary/appropriate.

Comply with Chambers' policies at all times

Represent Chambers in a professional and courteous manner at all times.