

JOB SPECIFICATION

JOB TITLE	Family and Civil Clerk
REPORTING TO	Senior Family and Civil Clerk

PRIMARY RESPONSIBILITIES

- clerking of the Family and Civil work of Chambers
- support to Chambers' clerking team.

KEY ELEMENTS TO DISCHARGING THE PRIMARY RESPONSIBILITIES

Clerking

- ensuring the diary system is used to accurately record all new information received in relation to Family and Civil cases in a timely fashion.
- assigning cases to the appropriate barrister based on experience and capacity.
- liaising with instruction solicitors, court staff and members of the public in a way which ensures that members of chambers are able to discharge their professional duties.
- keeping in contact with solicitors on regular basis to monitor the progress of cases including whether they have been vacated or whether further action is needed by counsel prior to any hearing.
- ensuring papers are received from solicitors in a timely way to enable counsel to have sufficient preparation time in light of their other court commitments.
- checking court lists on a daily basis for the following day and ensuring members of chambers are aware of court obligations and have all the necessary paperwork / multimedia material and remote links for their hearings
- ensuring Family and Civil work is billed and aged debt collected in a timely way.

Support to Chambers' clerking team

- answering all incoming telephone calls in a prompt, professional and courteous manner and ensuring any enquiries are responded to and dealt with by the appropriate member of the clerking team
- Booking in post and document management via email and post
- Meeting and greeting all professional and lay clients
- Ensuring Chambers is well presented at all times.

This job specification will be subject to review and amendment as part of the process of annual appraisal of the Family and Civil clerk.

Signed

[Family and Civil Clerk]

Dated

Signed

[Head of Chambers]

Dated