

Job description: Industrial Disease Paralegal

Job title:	Industrial Disease Paralegal
Reports to:	Head of the Department/ Office Manager/ HR Manager

Main purpose of job

- 1. To provide cost effective administrative and secretarial support to the partner and other senior fee earners in the team in the work of the department of Industrial Disease.**

Key tasks

- 1. To undertake matters which you are competent to conduct having due regard to the policies and procedures defined in the Office Manual relating to your areas of work.**
- 2. Arranging appointments and attending new, current and former clients and dealing with their queries including:**

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 petition/court documentation;
 - attendance at routine directions/interlocutory hearings.
 - obtaining instructions and advising on course(s) of action, length and cost of case (as appropriate);
 - assessment of client's financial means and explanation of private terms and conditions and CFA's;
 - drafting and/or dictating correspondence to client, court, solicitors counsel and other third-parties, including Statements, Notices, Applications, and other Legal Forms/Documents;
 - instructing counsel, experts, solicitor advocates or other third-parties, reviewing reports and continued liaison as required;
 - advising on appropriate course of action;
 - arranging and attending hearings and conferences as and when required;
 - obtaining and reviewing evidence and statements;
 - negotiation on clients behalf and, liaison with opponents etc. to obtain most preferable outcome for clients;
 - ensuring efficient day-to-day progress of all matters, prioritising work as necessary and keeping the client informed on progress.
- 3. To ensure that all work carried out meets or exceeds the requirements of the SRA Code of Conduct and meets Quality Mark standards**

To record all work carried out accurately and appropriately on the firm's computerised time recording system.

Person Specification

Skills

- **Analytical skills**
- **Written and oral communication skills**
- **IT skills (Microsoft Package)**
- **Case Management System (Proclaim)**

Knowledge

- **Industrial Disease Claim**
- **Personal Injury Law**
- **Civil Litigation**

Experience

- **Completed LPC**
- **Completed a degree or equivalent qualification**

To apply for this role, please email a recent copy of your CV with a covering letter to Recruitment@curtislaw.co.uk