

## **Apprentice Solicitor**

### **Job Description**

As an apprentice, you will be partnered with a caseworker/solicitor. You will be given the opportunity to shadow the caseworker, attend court, sit in on client interviews both in the office and in prisons; you will be given items of work to carry out under supervision to build your knowledge and experience within the fields of work.

You will also be asked to carry out administrative work at the request of your supervisor (managing caseworker) which is an essential part of all legal casework.

As an apprentice solicitor, you will have the advantage of learning whilst earning. Within 2 years, we would expect you to have sufficient skills and experience to start running your own cases. By the time you qualify as a solicitor, you will have built an excellent reputation with clients and others in the profession.

**Responsible to:** Managing caseworker / Team Supervisor

The main requirements will be:

- To undertake tasks as required by the managing caseworker/ team supervisor in the running of their cases, including administration of those cases, as necessary.
- Obtain the necessary experience in all aspects of the role of caseworker to progress to the position of caseworker within an agreed period of time at which point your duties and responsibilities will be amended to suit your new position.
- To add value to the managing caseworker's / team supervisor's cases.

### **Duties and responsibilities (regular activities in order of importance):**

1. To provide administrative support for the managing caseworker as required. Including, but not limited to file maintenance, recording of attendances on the in-house database, corresponding with clients both in writing and on the phone, preparing case bundles, arranging appointments with clients, interpreters and government agencies as required.

2. To assist caseworkers with the preparation of their cases as required. Including attending interviews with clients either in the office, or in prison if necessary; lodging cases at court. Travel outside of the office will be required at times and may include unsocial hours.
3. At all times to exercise high standards of client care in a professional and pleasant manner. Adherence to the company policies and procedures, which incorporate LEXCEL, is imperative.
4. To ensure the confidentiality and security of all documentation and information of the practice and clients.
5. To maintain clear and precise communications with other personnel in the practice.
6. To ensure good working relationships with external institutions and organizations.
7. To carry out any other duties and responsibilities that may be required by the management.
8. To maintain the practices commitment to equal opportunities.
9. To meet the practices requirements in terms of health and safety.

### **Person Specification**

#### *Essential*

- GCSE English **AND** Math's Grade A-C (Level 4) or equivalent
- Ability to communicate effectively in oral and written English
- Proven ability to use IT effectively
- Ability to work as part of a team
- Ability to manage own time effectively
- Willingness to gain knowledge and experience of the areas of law covered by the company
- A can-do attitude

#### *Desirable*

- An understanding of the Legal Aid sector