



# ROCK

MANAGEMENT SERVICES

<b>Job Title</b>	Clerk – Crown Court – Leighton Buzzard
<b>Job Overview</b>	<p>Crown Court Department Clerks are responsible for the smooth day to day running of the South East Crown Court Department.</p> <p>This role requires the successful candidate to be the first point of contact for all enquiries whilst ensuring the duties detailed below are accurately completed in a timely manner.</p>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Reception duties – door callers, incoming and outgoing post, taking phone calls, updating the central diary and spreadsheets, contacting clients with Court Daily Listing details to warn to attend;</li> <li>• Opening Crown Court files on Case Management System;</li> <li>• File management – ensuring all files comply with standards set by Lexcel and internal .company policies whilst ensuring funding is in place.</li> <li>• Processing letters to clients and other third parties;</li> <li>• Adding court attendance notes for Counsel and time recording when specified;</li> <li>• Diaries – ensuring all diaries are up to date and all hearings are covered by an appropriate advocate.</li> <li>• Assisting with the management of the departments secure email account.</li> <li>• Managing the legal aid process for the team (sending out letters and liaising with clients regarding requests for additional information from the Legal Aid Agency, applications for a prior authority)</li> <li>• Photocopy and Scan documents when requested;</li> <li>• Supporting the caseworkers with administrative tasks</li> <li>• Any other duties as directed by the Team Leader or a member of the Management Team.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• Excellent organisational, secretarial &amp; administrative skills with attention to detail and a proactive approach.</li> <li>• Confident and clear communication &amp; interpersonal skills, both verbal and written.</li> <li>• Be computer literate with experience of using Microsoft Office packages.</li> <li>• Must be able to multi-task, think on your feet and prioritise workloads.</li> <li>• Be a team player and able to work well without supervision and under pressure.</li> </ul>
<b>Salary</b>	£20,000.00 - £23,000.00
<b>Working hours</b>	9:00am to 5:00pm, Monday – Friday however part-time hours can also be considered.
<b>Job type</b>	Permanent
<b>Closing date</b>	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.
<b>Why work for RockMS?</b>	We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with



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	<p>good opportunities for development and career progression. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none"><li>• The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);</li><li>• Additional paid day off on your birthday.</li><li>• Ability to purchase a further 5 days of holiday each year.</li><li>• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)</li><li>• Flexible working schemes available to all employees.</li><li>• Private medical health care with the option to add optical and dental care.</li><li>• Discounted gym memberships.</li><li>• Fresh fruit baskets in each office on a weekly basis.</li><li>• Cycle to work scheme.</li><li>• Unlimited access to online based training.</li><li>• Employee assistance programme with access to physical, mental and emotional health advice &amp; webinars, wellbeing videos and programmes, online counselling &amp; mini health checks.</li></ul>
<b>How to apply?</b>	If you are interested in this position, or would like further information, please email <a href="mailto:Recruitment@rockms.co.uk">Recruitment@rockms.co.uk</a> with the job title clearly stated in the subject line.