



ROCK

MANAGEMENT SERVICES

Job Title	Secretary – Mental Health & Court of Protection
Job Overview	<p>We are looking for a Secretary/Administrator to support our client, a leading Law Firm at their busy Bristol or Cardiff Office. The role will be supporting Solicitors within the Mental Health/Court of Protection teams with their case preparations and assisting with administrative duties. This is a full-time permanent post.</p> <p>There are many development opportunities and therefore this role may be suitable for someone who is looking to gain experience and develop long term into a fee earning role.</p>
Roles and Responsibilities	<ul style="list-style-type: none">• Opening new files on the internal case management system.• Diarising Court Orders on receipt.• Undertaking any other follow up action on receipt of Court Orders as directed by fee earners.• Listing & diarising Court hearings/tribunals for fee earners & ensuring instructed Counsel is booked for same.• Saving evidence as it is served to the relevant file on the case management system.• Arranging professional's meetings.• Undertaking the preparation of Court bundles as per the fee earners index.• Undertaking the preparation of billing bundles & liaising with the Costs Drafts Person throughout the billing process.• Completing legal forms as instructed by fee earners.• Submitting legal aid applications and monitoring legal aid certificate limitations.• Photocopying or scanning documentation as required.• Processing incoming mail (paper & Email), to include marrying up exhibits as detailed within correspondence.• Accurately completing fee earners' dictation as efficiently as possible.• Answering calls received through the telephone line and dealing with queries in a professional and confidential manner, ensuring all messages are passed on accurately to the relevant fee earner.• Assist Team with any work overflow.• Assist Practice manager with tasks as and when required.• Any other duties as requested by any member of the management team.



Person Specification	<ul style="list-style-type: none"> • Must have good organisational skills & an excellent attention to detail. • Ideally have experience using digital dictation equipment. • Must have confident and clear communication skills, both verbal and written. • Must be computer literate with experience of using Microsoft Office packages. • Must be able to multi-task & work well under pressure. • Be proactive and able to work well without supervision.
Salary	£23,500 per annum, dependent on experience
Working hours	9:00am to 5pm, with one hour for lunch Monday – Friday
Job type	Permanent, the candidate will be expected to undertake a mixture of remote working and working from the Bristol or Cardiff office
Closing date	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.
Why work for RockMS?	<p>We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with 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"> • 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); • Additional paid day off on your birthday. • Ability to purchase a further 5 days of holiday each year. • Discretionary additional holiday days given at Christmas (up to a maximum of 2 days) • Flexible working schemes available to all employees. • Private medical health care with the option to add optical and dental care. • Discounted gym memberships. • Fresh fruit baskets in each office on a weekly basis. • Cycle to work scheme. • Unlimited access to online based training. • Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.
How to apply?	If you are interested in this position, or would like further information, please email Recruitment@rockms.co.uk with the job title clearly stated in the subject line.