

Job Title	Legal Assistant – Private Crime
Job Overview	This is a job specification for a Legal Assistant to support our client, a leading Law Firm in their busy Private Crime Department. The role will be supporting the whole team with administrative duties and the day to day running of legal cases. The role can be based in any office with Hybrid working will be considered upon successful completion of the probationary period. Ideally the candidate will be able to commute to one of our larger offices (Oxford, Reading, Swindon, Bristol, Cardiff, Milton Keynes). We are a very progressive company and offer development opportunities to all employees. Therefore, this role may be suitable for someone who is looking to progress longer term.
Roles and Responsibilities	• Assist with booking appointments and conferences for fee earners. • Assist with diary management for the team. • Arrange payment links online or process card payments over the phone. • Manage all new incoming enquiries for the team to ensure all calls and emails are returned. • Open and maintain new files on the internal case management system in line with internal procedures. • Ensure conflict checks are completed on every new file and when new documents are received. • Liaise with new and existing clients, either to inform them of our services, or update them regarding their case. • Producing, amending and sending standard letters to clients and other parties. • Overflow assistance/holiday cover for other admin members of the Private Crime team. • Chasing enquiries, outstanding payments, or external parties including the Court and Crown. • Preparing files for Defence Costs Orders and arranging DCO refunds to clients. • Accurately time record for all work carried out on the case management system where necessary. • Closing files upon conclusion of a case, ensuring files have met all requirements necessary prior to closure. • Ensuring standards of files are met in accordance with the Office Manual and Lexcel standards. • Any other duties as directed by their line manager, fee earners a member of the management team
Person Specification	• Experience in secretarial/administrative role (preferably in criminal law proceedings is desirable). • Previous experience of using digital dictation equipment.

	• Good communicator in both written and spoken English. • Proficient in using Microsoft Office packages. • Ability to learn and efficiently use practice and case management software. • Good understanding of client care requirements. • Must be proactive in seeking to assist fee earners and apply a consistent attention to detail. • Excellent time management and organisation skills. • A flexible approach and willingness to help out, with a "can do" attitude. • Good teamwork ethics;
Salary	£24,785 per annum
Working hours	9:00am to 5.00pm, Monday - Friday
Job type	Permanent
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 Rock Management Services Ltd?	We are a fun and flexible firm with good opportunities for development and career progression, in fact we have been award-shortlisted for our flexible working and wellbeing policies. We expect a lot from our employees but in return we offer: • 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, including e-bikes. • Unlimited access to online based training, structured regulatory checks and weekly 'top tips' to enhance and support remote working. • A culture of respect for colleagues and the best possible service for our clients. • 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?	Please email your CV to Recruitment@rockms.co.uk with the job title clearly stated in the subject line.

