



Legal Secretary

Practice Area	Family
Line Manager	Tracey Dargan
Hours	36
Location	Hertford

About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our lawyers are specialists in their respective areas of law acting for a wide range of commercial, private and public sector clients.

We are ranked in The Legal 500, a leading legal directory, and hold many accreditations including Lexcel, Customer Service Excellence, Cyber Essentials+ and ISO9001. Collaboration is at the heart of everything we do. You will find us structured but not hierarchical with a friendly and supportive environment. Our aim is to recruit progressive, forward-thinking individuals who wish to be part of our growth and who share our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at www.longmores.law

About the Family team

The Family team consists of Tracey Dargan as Partner and Head of Department, a Senior Solicitor, an Associate Solicitor and at present a Trainee. The Family team at Longmores is a well-established and supportive group of specialist lawyers offering a broad range of family law services. The team advises aspects such as divorce and separation, financial settlements, and arrangements for children.

About the role

You are appointed to assist the members of the Family practice area in carrying out their duties and responsibilities. You will be expected to work as a team member within your practice area and the firm as a whole

Skills, experience and qualifications

- To provide secretarial and administrative support within the Family Practice Area
- To liaise with clients (and third parties) by correspondence, telephone or attendance. Answer queries and relay necessary information in a professional and confident manner
- To type a wide range of documents with speed and accuracy and paying attention to detail
- To draft routine correspondence
- To assist in the preparation and proof reading of legal documents
- To assist the other members of the Family practice area in organising their work effectively
- To build and maintain client relationships
- To carry out any reasonable instruction from the HOPA and other members of the team in a quick efficient manner
- To prepare bills, covering letters and take responsibility for the monitoring and reporting of unpaid bills to fee earners and carry out follow up tasks
- To monitor client ledgers and liaise with fee earners regarding housekeeping matters, including dealing with accounting issues and file closures
- To carry out procedural file reviews
- To maintain the orderly running of client files and update file labels and outlook with key dates as and when necessary
- To participate in practice area meetings
- To comply with the Firm's file management and file organisation procedures
- To comply with the Firm's, SRA and the Law Society's rules with regard to accounting procedures
- To comply with all office procedures and standards
- Under the overall guidance of the relevant team member to assist in dealing with clients' matters in an efficient manner
- To record messages and attendances and to ensure that the relevant team member receives information in an appropriate and timely manner
- To assist with Seminars if required

About the person

- Appropriate Secretarial qualifications and/or experience
- Excellent IT skills
- Exemplary level of attention to detail
- Efficient time-management skills
- Efficient, reliable, helpful and enthusiastic
- Confident, professional and friendly with the ability to build good working relationships internally and externally
- Initiative and drive
- Effective and proactive team worker
- Flexible and adaptable mindset
- 'Hands-on' approach
- Meticulous organisational skills
- Excellent oral and written communication skills
- Excellent client service skills
- Personable and professional manner
- Honesty and discretion
- Ability to work under pressure and within deadlines

- Ability to problem solve

General requirements

- This is a hybrid working role. The role requires three days per week in the office (Tuesday, Wednesday and Thursday) and two based at home
- To maintain a level of confidentiality appropriate to role
- To work within the Family team and within the Firm as a whole if required
- To perform any duty not specifically referred to above, which may be reasonably requested by the Family team
- To deal with colleagues, clients and other external contacts in a friendly and efficient manner
- To observe the Firm's policies, rules and procedures
- To act in the best interests of the Firm at all times

How to apply

Please email Rebecca Bushell, Practice Manager, at rebecca.bushell@longmores.law with your CV and a covering message explaining your interest in the role.