**Job Description**

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| **Job Title:**  | Paralegal |
| **Team:** | Residential Property |
| **Reporting to:** | Head of Department |

Laceys is a well-established, trusted and forward-thinking local law firm operating from 2 Bournemouth based offices across a broad spectrum of practice areas.

We’re recognised in the Legal 500, demonstrating our strength and depth of legal advice across a range of services, for both individuals and businesses.

**The Role:**

Supporting all legal work within the team, focusing on residential property. A varied role covering all aspects of paralegal work. You will work under the supervision of our experienced lawyers to progress projects and transactions, get involved in fact finding and research projects and be responsible for developing and maintaining case files.

The focus of the role is to assist with cases as appropriate and under supervision by a qualified lawyer. You will also run your own files as a paralegal, particularly for lower-risk cases and under supervision.

Duties include:

* Responsibility for delegated tasks as assigned by qualified fee earners
* Running own cases under supervision of a qualified fee earner including all administrative tasks associated with those cases from onboarding to archiving
* Assisting qualified fee earners on their matters including preparation of files, documents, letters, emails, and pre and post completion matters
* Achieving reasonable billing targets where applicable (to be agreed with HOD)
* Recording time on matters where not fixed-fee or where shared with others
* Drafting legal documentation relating to routine and risk-appropriate property transactions
* Undertaking land registration formalities
* Analysing and summarising documents and fact checking
* Conducting legal research - using existing files and a variety of other research resources to develop information for pending cases
* Working closely with and developing, training and supporting the team of Legal Assistants
* Keeping up to date with changes to law, government/regulatory guidelines or regulations in relation to your area of work
* Writing articles for internal or external circulation as required
* Opening and closing own and fee earner’s case files and assisting with archiving and file retrieval
* Maintaining all case files to a high standard and in accordance with SRA requirements, the Law Society protocol, CQS, Laceys’ procedures and the LEXCEL quality mark requirements
* Assisting with billing and accounting
* Timely communication with clients, agents and other third parties about progression of cases and transactions
* Networking with clients or other sources of work as appropriate to develop new, and build upon existing, relationships and participating in marketing activities as required

**The Person**

Qualifications:

* A Law graduate or completion of academic legal qualification such as Cilex (or expected to achieve completion of these studies in the near future).
* Completion of, or willingness to study towards Chartered Legal Executive / Cilex Practitioner qualification, the Legal Practice Course (LPC) or the Solicitors Qualifying Exams (SQE) is an advantage

Knowledge:

* A sound basic knowledge of property law and proven understanding of residential conveyancing processes and a desire to develop your understanding of the law
* A high degree of IT literacy, particularly a good familiarity with MS Office and experience of using electronic legal case management systems

Skills:

* Flexible and motivated. We value enthusiasm and commitment as well as ability and experience
* Proven legal research skills with a good understanding as to how legal research opinions should be presented.
* Resilient and highly organised in a busy working environment
* Excellent interpersonal and communication skills
* Business acumen and an understanding of our clients’ needs
* Ability to work independently on your own initiative
* A strong team player who supports colleagues and the work of the team
* Strong attention to detail and effective time management – ability to work to tight deadlines
* Effective general administration skills

Experience:

* Previous experience in a similar role in a law firm or legal department
* Demonstration of relevant work experience including work placements or volunteering is an advantage