



JOB SPECIFICATION

Role: Criminal Solicitor

Location: 1, 2 & 3 Clarendon Place, Maidstone, Kent ME14 1BQ

Hours: Full time; 9am – 5:30pm Monday – Friday

Contract: Permanent, immediate start

Salary: Market rate

Job Description:

We are seeking an experienced and committed 3 year+ PQE criminal duty solicitor for our Maidstone office. Successful candidates will have a sound knowledge of the relevant law and procedure, manage a varied caseload covering the full remit of criminal matters from instruction to conclusion (both private and Legal Aid), to include preparing cases for trial and attending clients at police stations and/or courts throughout Kent, including out of hours work. Some travel to our Maidstone office may be necessary, on occasion.

Candidates:

Successful applicants must be a qualified solicitor of at least 3 years' PQE. PSAR or Criminal Duty status would be advantageous but is not essential. Candidates should be proactive, able to manage a challenging caseload with minimal supervision and have strong communication skills with an excellent client facing manner. This is a busy and varied role therefore candidates need to work well under pressure and meet tight deadlines when required. Excellent research skills and an organised working manner are essential.

General IT competency is essential and knowledge of Microsoft packages (Excel, Word & Outlook), Big Hand and Partner 4 Windows would be advantageous.

Candidates must have access to their own vehicle and possess a full clean driving licence.

Secretarial support is allocated to this position.

No on-site parking is provided, however parking permits are available throughout the town centre on reduced rates for town centre workers.