



JOB SPECIFICATION

Role: Private Client Legal Secretary
Location: 1/3 Clarendon Place, King Street, Maidstone, Kent ME14 1BQ
Hours: Full time; 9am – 5:30pm Mon-Friday
Salary: Dependent upon experience

Job Description:

We are seeking an experienced legal secretary to join our busy Private Client department in Maidstone. The role entails providing full secretarial support to one fee earner, diary management, booking appointments and liaising with clients, audio transcription, liaising with clients personally and handling all general PC based telephone queries and/or requests. All typing/correspondence and document work, alongside the preparation of all legal forms where required.

This is a very interesting and varied role covering all aspects of private client and probate. The department covers a diverse caseload therefore experience and knowledge in the following fields would be advantageous:

- Preparing estate accounts
- Typing wills
- Typing LPAs
- Typing Codicils
- Probate knowledge
- IHT forms

Candidates:

Successful applicants will have previous Private Client experience within a legal environment and be enthusiastic and organised. Knowledge of digital dictation, BigHand, Oyez Forms, Excel and Partner 4 Windows would be advantageous.

This is a busy role therefore individuals must be able to prioritise work, use their initiative and meet deadlines, coupled with an excellent client manner, smart appearance and good technical competence.