

Job Description

Job title: Paralegal

Department: Local Legal Services

Jurisdiction: Jersey

Purpose of the role

This role will provide a comprehensive and confidential paralegal service to the Wills and Probate Team, ensuring that they are fully supported. This position offers either a platform for those who are keen to progress on to the Trainee Solicitor Programme, or a long-term career in a legal support role.

Key Responsibilities

- To meet an agreed target chargeable hours per day/week by way of client communication, various research and drafting legal documents
- Screen incoming telephone calls, taking accurate telephone notes and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls for the team
- Attending meetings and taking accurate meeting and attendance notes
- Assisting the team with team-specific financials/matter management e.g. budgets, WIP, aged debt reporting, billing
- Ensure that all new client matters are accurately set up in the client accounting and database system, including research to satisfy due diligence requirements
- Maintain and amend client records and contact names
- Ensure files are kept up to date (including filing of emails and correspondence) when active and that files are closed/archived once the matter is concluded
- Requesting Wills, collecting and storage of Wills, Will searches, and the preparation of receipts
- Draft and amending straightforward Wills of movable and immovable property for local and foreign clients and in line with your agreed chargeable rate
- Curatorship administration and payments
- Drafting and maintaining of Estate and Curatorship Accounts
- Estate payments to beneficiaries or debtors
- Drafting estate documents in line with requests from line manager and team and assisting with all aspects of local and foreign estate administration
- Preparation of paperwork to deal with the registration of foreign powers of attorney
- Liaising with, and speaking to, clients, professionals and intermediaries by telephone, e-mail and face to face
- Primary contact for team-specific legal and business services queries as the embedded team support
- Completing or delegating administration tasks (such as scanning/filing) received from the Partner(s) and team as per the specific team workflow model
- Utilise all of the services provided by the Global Support Team
- Undertake and manage client specific BD arrangements for the team where required
- Provide complete assistance to fee-earners and clients regarding various legal issues
- Identify and retrieve information necessary to support legal decision-making
- Such other duties as the firm may reasonably require from time to time
- Leading the way with innovation, technology and tools by supporting and trialling new initiatives

Job description (cont.)

Competencies

- Previous legal experience or relevant Legal studies complete (LLB/GDL/LPC)
- Previous experience of (or an understanding of) Time Entry principles to fully manage own targeted chargeable hours
- Accuracy and attention to detail
- Proficient in Word/Outlook and a working knowledge of Excel
- Administrative and document management experience
- Superior organisation, administration and communication skills to undertake work at a high-level and of a confidential nature
- Ability to efficiently manage own time and prioritise workflow
- Ability to adapt to the continual roll-out of innovative tools and processes
- Supportive of and able to demonstrate agile and flexible working

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com