

**FRASER BROWN SOLICITORS**

**JOB DESCRIPTION**

<b>Job Title:</b> Trainee Solicitor	<b>Location:</b> Various
<b>Responsible for:</b> N/A	<b>Responsible to:</b> Team Leader

**Overall purpose of position:**

To receive professional training under the supervision of the appropriate department head in order to become competent in the provision of legal services to clients.

**Authority:**

Please see tasks and duties below.

**Main tasks/responsibilities:**

- To undergo training in the various departments within the firm, both contentious and non-contentious, in order to become competent in the following, under the supervision of the Team Leader:
  - Undertake all aspects of client care by correspondence, telephone and face to face
  - Taking instructions and advising clients
  - Dictation of letters, reports, leases, documents and other correspondence
  - Producing own documents, eg. case management
  - Undertaking relevant research, via books, intranet, professional magazines etc
  - Liaising with clients, courts and other third parties
  - Keeping the client informed about their matter
  - Compiling completion statements
  - Undertaking opening and closing file procedures
  - Where applicable, full utilisation of case management
  - When undertaking a public funded matter, to ensure all relevant procedures are followed and requirements met in full
  - All other skills as detailed in the trainee appraisal form
  - Any other duties to help the running of the business

**Non-fee earning duties:**

- Undertake the following duties, under the supervision of the department head:
  - Sorting and prioritising mail
  - Assisting with any marketing functions the firm may currently be undertaking

- Undertake personal development, eg. attendance on the Professional Skills Course and any other appropriate courses
- Provide a professional and helpful service to all internal and external clients
- Responsible for ensuring that personal internal communications are kept up-to-date, eg. email used, voicemail updated etc.

**JOB REVISION**

This Job Description may be subject to revision following discussion with the post-holder.

Prepared for: \_\_\_\_\_

Job Holder's signature \_\_\_\_\_

Signed on behalf of Fraser Brown \_\_\_\_\_

Dated \_\_\_\_\_