



## Paralegal - Family JOB DESCRIPTION

Smith Partnership is a leading law firm in the East Midlands and Staffordshire. A forward thinking and progressive firm employing around 200 staff throughout 5 offices.

<b>Job Title:</b>	Paralegal – Family
<b>Department:</b>	Family
<b>Hours:</b>	35 hours per week
<b>Location:</b>	Burton / Swadlincote
<b>Reporting to:</b>	

### **Main Purpose:**

This role offers the opportunity to work on a wide variety of family law cases, assisting solicitors in providing expert legal services to clients. You will play an integral role in case management, client support, and the preparation of legal documents.

### **Job Content – Main Duties, Tasks, and Responsibilities:**

- **Client Liaison:** Act as the first point of contact for clients, providing updates, answering queries, and gathering necessary information to assist with cases.
- **Case Management:** Manage and organise a diverse caseload of family law matters, ensuring all tasks are completed in a timely and efficient manner.
- **Document Drafting:** Prepare legal documents, including divorce petitions, financial orders, child arrangements, and other family law forms.
- **Court Preparation:** Assist solicitors in preparing for hearings, including preparing bundles, summarising case files, and drafting statements.
- **Research:** Conduct legal research on family law issues, keeping up to date with changes in the law and advising the team where relevant.
- **Team Support:** Provide general administrative and paralegal support to senior solicitors in the family law department.
- **Client Meetings:** Attend client meetings (remotely or in-person) to assist solicitors and provide support to clients as required.
- **Court Attendance:** Represent the firm at court hearings, as necessary, including assisting with cases such as divorce, child arrangements, and financial settlements.
- **Record-Keeping:** Ensure all client matters are accurately documented and files are up to date, maintaining confidentiality at all times.

GENERAL

- To promote the image of the firm at all times as a professional, effective and efficient provider of legal services.
- To perform any task or duty under the reasonable direction of senior staff within the firm.

STAFF MANAGEMENT

- Responsibility to provide general advice and assistance to staff and managers – including training and development needs.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the remit of this role.

This Job Description covers the current range of duties and will be reviewed from time to time. Smith Partnership reserve the right to change the Job Description if the business requires it.



### Paralegal - PERSON SPECIFICATION

Requirement	Essential	Desirable	How assessed
<b>Education &amp; Qualifications</b>			
Educated to Degree level or equivalent experience	Y		A
A recognised paralegal qualification (e.g., CILEx or LPC	Y	Y	A
Commitment to ongoing professional development	Y		A/I
<b>Experience</b>			
At least 3-5 years of experience working as a Family Paralegal in a busy family law department or firm.	Y		A/I
Strong understanding of family law, including divorce, financial settlements, child arrangements, and domestic abuse cases.	Y		A/I
Previous experience in preparing legal documents, including divorce petitions, financial orders, and consent orders.	Y		A/I
Experience in dealing with high-net-worth individuals or complex family law matters.		Y	A/I
Knowledge of family law court processes and procedures	Y		A/I
Ability to manage a caseload and prioritise work effectively.	Y		A/I
<b>Professional Knowledge and Skills</b>			
Experience using case management systems and legal software.		Y	I
Desire to build and develop client relationships, with an interest in business development.	Y		A/I
Excellent verbal and written communication skills	Y		A/I
Excellent planning and organisation skills	Y		I
<b>Personal Attributes</b>			
Strong analytical and problem-solving skills.	Y		I
Ability to work under pressure and meet deadlines.	Y		I
Empathetic approach, with the ability to handle sensitive and sometimes emotionally charged situations.	Y		I
High level of attention to detail and organisational skills.	Y		A/I



Ability to handle confidential information with care and integrity, adhering to strict confidentiality standards	Y		A/I
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**Key:**  
A – Application  
I – Interview

This job description may be amended at any time in consultation with the postholder.

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_