



Legal Assistant / Administrative Assistant JOB DESCRIPTION

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

Job Title:	Legal Assistant / Administrative Assistant
Department:	Private Client
Hours:	35 hours per week – Full time / Part time would be considered
Location:	Alexander House, Stoke
Reporting to:	Senior Associate

Main Purpose:

To provide competent and efficient administrative support to the Private Client team in Stoke.

Job Content – Main Duties, Tasks, and Responsibilities:

- Support fee earners with the preparation and day-to-day management of private client files cases, such as administration of estates, and trust administration.
- General administrative duties including filing, copying and document storage.
- Preparing files and documentation for meetings.
- Draft routine correspondence, Wills, LPAs, and probate application forms using digital dictation and case management systems
- Managing diaries, schedule appointments and assist with billing and important deadlines to help the team stay organised.
- Produce documents and correspondence via the case management system.
- Keeping case management records accurate and up to date in line with firm procedures.
- Act as a key point of contact for clients, beneficiaries, and financial institutions, providing updates and arranging meetings
- Provide administrative support, including scheduling meetings, managing correspondence, and filing.
- Organisation of post to assist with ongoing client matters.
- As required preparation of attendance notes and letters with the supervision of the fee earning staff.

- As required dictations and audio typing.
- Assist with internal accounts queries.
- Ensure compliance with firm policies, regulatory requirements including SRA standards.

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.

Legal Assistant / Administrative Assistant - PERSON SPECIFICATION

Requirement	Essential	Desirable	How assessed
Education & Qualifications			
GCSE English and Maths at grade C or level 4	Y		A
Educated to Degree level or equivalent experience		Y	A
Commitment to ongoing professional development	Y		A/I
Experience			
Previous experience in a legal or administrative support role	Y		A/I
Previous experience of supporting within a Private Client department		Y	A/I
Understanding of the processes and constituent parts of Wills and Probate		Y	A/I
Professional Knowledge and Skills			
Previous experience of using a case management system.		Y	I
Excellent verbal and written communication skills	Y		A/I
Strong organisational skills and the ability to prioritise a busy workload effectively	Y		I
Confidence using Microsoft Office, digital dictation, and case management systems	Y		A/I
Previous experience of dictation (BigHand ideally)		Y	A/I
Personal Attributes			
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
A proactive and enthusiastic approach to career development and further legal education.	Y		I

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: _____