

We are looking for a **paralegal/legal administrator** to join our expanding team of family lawyers.

We are a highly regarded, niche law firm, specialising exclusively in private family and divorce law and are re-locating to modern offices, in a converted barn complex on the edge of Faringdon in June 2015.

**Start date:** June 2015

**Term:** 6 month extendable contract

**Working hours:** full time/part-time/flexible considered

**Qualifications:** Graduate / or at least 3 A levels

**Experience/skills:**

- previous experience of family law within a privately funded department (desirable)
- good communication skills
- highly literate and numerate with the ability to read and assimilate complex written information
- excellent attention to detail and ability to proof read
- advanced working knowledge of Microsoft applications including Word and excel (desirable although some training will be given)

Job description

This is a central support role working with fee-earners, and will require some independent work.

Legal duties will include:

- Drafting routine/non routine letters subject to experience
- Checking lengthy documentation and proofreading
- Completing legal forms
- Research
- Attending client interviews and taking notes
- Attending court and sitting behind counsel

Administrative duties will include:

- File opening/closing/data input/checking ledger balances
- Photocopying and preparing documentation
- Preparing bills
- Dealing with post and scanning letters/documents to case management system
- Answering the telephone

**Please reply with CV to:**

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