



## THACKRAY WILLIAMS JOB DESCRIPTION

Job Title: Legal Secretary – Private Client Department  
Responsible to: Department Head  
Hours: Full Time  
Location: Bromley

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### Summary of role

This is an exciting opportunity to excel in a secretarial role within a firm that actively strives to be the best in industry and is committed to the development of its people. Our Private Client Department is a strategically important arm of Thackray Williams with an established and well-regarded reputation. Our team of solicitors have ambitious targets and will rely on the Legal Secretary to provide them with a seamless, professional, accurate and efficient document production service.

The job holder will be wholly familiar with all software packages required to produce the firm's documents, including Word, Excel, Oyez and Outlook and will be required to advise on document layout and reformatting options.

In line with the firm's policies and procedures, key responsibilities include:

### Document Production

- Producing and amending correspondence, documents, Wills, Lasting Powers of Attorney, deeds, attachments from a variety of sources, in house style and in line with the firm's specific systems/procedures.
- Effectively using systems to prioritise and complete incoming work.
- Proof reading and checking documents to ensure they are correct, in line with house style and, where applicable, attachments have been highlighted to Admin Assistants.
- Liaising with Lawyers, Team Leaders and Admin Assistants as appropriate in relation to document production.
- Keeping service users updated on the progress of their work.
- Ensuring documents are produced within the required timescales.
- Supporting and helping other team members by sharing system knowledge and ensuring own and others' skills are developed.
- Assist fellow Document Production Specialists with workload as required.

### Other duties and responsibilities

- Liaising with colleagues on their work requirements.
- Regularly checking workloads within the departments and assisting/reprioritising wherever possible to avoid backlogs of work.



- Assisting others in the department (or Legal Assistants) whenever there is spare capacity, or it is evident that a colleague needs assistance with their workload.
- Working effectively with other legal and support departments as required.
- Participating in regular scheduled training sessions to maintain optimum systems knowledge.
- Any other duties as reasonably requested by the Head of Department.

### **Person Specification**

The Legal Secretary has a responsibility to ensure their skills set remains up to date and they are familiar with the firm's departments, key personnel, clients, internal systems and procedures. This will ensure that the job holder is able to carry out their role effectively and, where appropriate, discuss any training requirements with their Head of Department or Line Manager. The main skills and experience required for this role are:

- Legal Secretary experience within Private Client
- Accurate typing speed of at least 60 words per minute
- Advanced knowledge of Microsoft Word and Outlook
- Ability to strip document formatting and reformat in house style
- Ability to repair problem documents either on own or with support from IT
- Excellent communication and team skills
- Excellent attention to detail
- Flexible and dependable
- Able to take the initiative
- Able to remain calm under pressure and work to tight deadlines
- Conscientious, approachable and enthusiastic
- Able to quickly build confidence, respect and trust with others
- Works well under pressure

Personal attributes required in line with the firm's core competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others



The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies for this role are aligned to those expected of a Document Production Secretary in the core competency framework.

### **Hours**

Normal working hours are 9am to 5.30pm. Staff will be expected to be flexible and to arrive earlier and stay later when the job or business requires. There may be an opportunity to work alternative hours upon request, dependant upon this meeting with the business needs.