



Family Department Legal Secretary/Assistant

We have an exciting opportunity for an experienced, enthusiastic and well organised secretary/legal assistant to join our team. Humfrys & Symonds is one of the best-known solicitors in Herefordshire and has provided legal advice to generations of clients, serving the Herefordshire Community for more than 100 years.

Full time contract – 35 hours per week.

Monday to Friday 9am-5pm. 1 hour for lunch 1-2pm unpaid.

Salary is dependent on experience.

Annual leave 23 days plus bank holidays.

Nest pension.

Works to: Solicitor in our Family Department.

To provide comprehensive and efficient secretarial/administrative support.

Audio typing.

Drafting and preparing Court Documentation and preparing file bundles.

Drafting and preparing client files and documents.

Use of Legal Aid Portal & HMCTS Portal.

Diary management.

Ability to work to deadlines and prioritise workload.

Fast, accurate and professional audio typing of correspondence and attendance notes.

Making and receiving call with clients and professional services.

Must have a confident and professional manner with clients, barristers and other external organisations both on the telephone and face to face.

Discretion to ensure confidentiality of the firm's and client's documents and information.

File management including operating an effective filing system, both manual and electronic.

Ensure clients files and record are kept up to date.

Monitor file progress/close files.

Ability to cost files and draw up billing sheets.