

**Fife Law Centre**

 **JOB DESCRIPTION – Legal Assistant - Reporting to: Principal Solicitor**

You will be responsible for ensuring that the work of Fife Law Centre (and Fife Community Law Limited) is carried out in a professional manner. The main purpose of the role is to assist with the receipt and assessment of new referrals, to report on such cases to the legal team and to take direction as to their ongoing management.

**Responsibilities include:**

* Receiving, Acknowledging and Triaging incoming enquiries as directed by the Principal Solicitor;
* Maintaining accurate records of incoming enquiries, to allow tracking within office systems, including audio typing of solicitor’s notes;
* Reporting on incoming enquiries to the legal staff, and taking direction as to their management, referral and disposal, including drafting documents as required;
* Where directed by the Principal Solicitor, to attend Fife Law Centre Hubs to receive, acknowledge and Triage incoming enquiries;
* Contributing to the development and updating of Fife Law Centre Policies and Procedures;
* Attending formal meetings, as required, to take minutes and ensure those minutes are produced in a professional and timely way;
* Ensuring that all files and records are stored and managed confidentially, in accordance with Law Society requirements; that they are up to date, and accessible to those who have authorised access to them;
* Supporting staff in record-keeping and data gathering.

General Duties

* To work in support of the Office and Administration Manager in fulfilling general office duties
* Acting in accordance with Data Protection legislation; ensuring that all records, personal, staff and client data are managed in line with Data Management and Information Governance policies, and with Law Society requirements;
* Complying with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974, and the Safeguarding Policy;
* Participating in regular supervision and appraisal and undertake any relevant training as appropriate to the role;
* This job profile and list of duties is not exhaustive and serves only to highlight the main requirements and may be amended by the Principal Solicitor, in accordance with the general profile of the post.

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