

Vacancy

PERSONAL LEGAL SERVICES

Job title: Clinical Negligence Legal Assistant

Contract: Permanent, Full Time – Monday to Friday, 35 hours per week

Department: Clinical Negligence

Office: Arundel Gate

Taylor&Emmet LLP is currently recruiting a Legal Assistant to join its expanding Clinical Negligence team. Candidates should have a strong interest in Clinical Negligence and thrive on the opportunity to learn and progress their legal career. The successful candidate will be educated to degree level and ideally have successfully achieved the Legal Practice Course, with at least 6 months experience as a Paralegal or have a strong medical background with an equivalent nursing qualification.

Although medical legal experience is not essential as training will be given, experience of handling client matters and developed client care skills with the ability to work closely as part of a team is advantageous.

The role will include dealing with new enquiries both by phone and in person and handling the preliminary work on new cases. On a day to day basis the successful candidate will prepare initial case assessments for the three Solicitors in the team. This is a great opportunity for exposure and involvement in complex clinical negligence matters. Other daily duties will involve medical/legal research, requesting medical records and setting up funding.

Due to the nature of this work the candidate will be good at developing relationships with clients and have excellent communication skills when handling telephone calls from our helpline and initial client enquiries. The ability to meet clients face to face and take detailed notes is essential.

Desirable key skills and experiences:

- Experience of working as a Clinical Negligence Paralegal in a solicitor's practice or experience of working in a medical environment.
- Fast and accurate typing at least 45+ wpm.
- Ability to draft non legal correspondence.
- Ability to manage and organise large volumes of documents.
- Confident in use of email and other systems in daily work.
- Knowledge of Microsoft Word, Outlook, Excel and PowerPoint.
- Knowledge of Aim Evolution accounting package.
- Knowledge of OMS document management.
- Knowledge of BigHand digital dictation.

To apply for this position, candidates will need to be of smart appearance, demonstrate adaptability/flexibility, acute attention to detail with good communication and organisational skills. The successful candidate will be hardworking and reliable, with a bright, enthusiastic personality, and have a professional manner when dealing with clients.

To make an application please forward a covering letter stating your salary requirements and up to date curriculum vitae by post, fax or email to: Hannah Sharpe, HR Manager, Taylor&Emmet LLP, 20 Arundel Gate - Sheffield - S1 2PP.

Tel: 0114 218 4000, Fax: 0114 218 4223, Email: hannah.sharpe@tayloremmet.co.uk

Recruitment Agents – This position is not open to recruitment agents.