

Vacancy

PERSONAL LEGAL SERVICES

Job title: Family Legal Aid Fee Earner

Contract: Fixed Term Temporary Contract until the end of December 2010

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

Department: Family Legal Aid

Office: Arundel Gate

Taylor&Emmet LLP is currently recruiting a Solicitor or Legal Executive to join our Family team until the end of December 2010 to cover maternity leave. Candidates must have at least 1 years experience of running their own family legal aid caseload, experience of handling sensitive client matters and developed client care skills with the ability to work closely as part of a team.

The role is handling publicly funded Family matters. T&E has just been awarded a 2010 legal aid contract and the majority of the work will be legal aid.

Desirable key skills and experiences:

- Experience of working as a Family fee earner in a solicitor's practice.
- Experience of legal aid work.
- Confident in use of email and other systems in daily work.
- Knowledge of Microsoft Word & Outlook.
- 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 professional, hardworking and reliable, with a bright, enthusiastic personality, and have a sympathetic manner when dealing with clients.

To apply for this position please forward a covering letter stating your salary requirements and up to date curriculum vitae by post, fax or email to:

Hannah Southern, HR Manager
Taylor&Emmet LLP Solicitors
20 Arundel Gate - Sheffield - S1 2PP
Tel: 0114 218 4000
Fax: 0114 218 4223
Email: hannah.southern@tayloremmet.co.uk

Recruitment Agents

This position is not open to recruitment agents.