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# Job Description

## 4<sup>th</sup> Junior Civil Clerk

May 2021

The 4th Junior civil clerk will work closely with other practice team clerks, reporting to the Senior clerk. From time to time he or she will also carry out instructions from the barristers or other members of Chambers' staff as required. The Junior civil clerk's responsibilities and duties shall include the following:

### Key Tasks and Responsibilities

- Daily diary and practice management of the members of the civil teams (including Clinical Negligence, Personal Injury, Employment, Commercial and Public Law teams) ensuring the fair allocation of work to members and the choice of member appropriate for the instruction.
- Communicating appropriately with counsel to notify them of changes to their diary.
- Processing of papers and briefs in a timely manner to provide members with sufficient time for preparation.
- Negotiating fees, calculating fees, recording fees for work done and processing fees as required.
- To carry out marketing activities and attend both internal and external events as directed by the Senior clerk.
- Preparing and advising on budgets and CFAs, to include how arrangements for different members and different firms can be readily accessed when responding to instructing solicitors.
- Liaising with Fees Clerks in pursuit of members' fees.
- Develop and maintain relationships with clients and the courts to promote members' interests.
- Be aware of the standards imposed upon Chambers by the Legal Aid Agency, the Bar Standards Board and the Bar Council and act in accordance with these standards when necessary.
- Assist other clerks by sharing knowledge and experience as appropriate to facilitate the smooth running of the clerking team.
- General administration duties as required in the course of normal clerking duties.
- To perform such additional tasks as may from time to time be required by the Chief Executive, Senior clerk and or Chambers' management.
- To liaise with the 5th junior clerk as necessary to ensure that documents and other information is delivered where and when needed.
- To provide support to the Post Room at those times when the Post Room is busy
- To work as part of the wider staff team, maintaining good working practices and relationships with Reception, Administration and Marketing staff, in addition to maintaining good working relationships with those clerks in other practice areas.

## **Specific Skills, Knowledge and Experience**

- Full working knowledge of CFA, LAA and civil billing to maximise income to members of chambers.
- Civil clerking experience essential
- Experience of Diary and Practice Management, and Fees
- Knowledge of the Code of Conduct for Barristers practicing in England and Wales
- Ability to communicate professionally with Chambers' clients
- Understanding of how the civil fee systems work
- Ability to work under own initiative
- Familiar with the LEX diary System
- Well-presented and articulate
- Good team player