

4 NEW SQUARE

C H A M B E R S

Job Description: Clerk

Hours: 40 per week, plus a lunch hour (shift rota between 8am – 7pm).

Responsible To: Lizzy Stewart, CEO & Senior Clerk, Deputy Senior Clerks and Team Clerks

Job Summary:

Clerks are responsible for providing essential administrative support to barristers and staff, ensuring smooth operations with chambers, and working alongside the Team Clerks. The ideal candidate will be detail-orientated with effective communication and organisational skills, and the ability to manage multiple tasks efficiently while adhering to internal processes and policies.

Key Responsibilities:

Regular ongoing tasks to include (but not limited to):

- Answering and dealing with calls and emails.
- Accurately Recording and inputting data.
- Assisting and supporting the Team Clerks in their general duties and administrative tasks.
- Liaising with listing officers, Barristers and Solicitors of cases, fixing in all divisions of the High Court.
- Lodging documents at court and accompanying members to court when necessary.
- Dealing with fees estimates and brief fees.
- Working with the Clerking Assistants in respect of entering papers, dealing with contracts and various other administrative tasks.
- Liaising with General Office staff in respect of court runs, printing and various other tasks.
- Assessing and entering fees/data on to the LEX system.
- Accurately recording new work enquiries for fair allocation of work.
- Manage the daily diaries of barristers, including scheduling hearings, conferences, and meetings.
- Contribute to business development by developing and preserving relationships with existing and new clients, including attending marketing functions arranged on behalf of chambers.
- Working well with the clerking team.

Skills required:

- Proactive and able to work independently as well as part of a team.
- Ability to work under pressure and meet tight deadlines.
- Professional and discreet with confidential information.
- Attention to detail and high level of accuracy.
- Positive attitude and flexibility to adapt to a fast-paced environment and evolving responsibilities, in all aspects of the role.
- Excellent communication skills, both written and verbal.
- Strong interpersonal skills.
- Good organisational skills with the ability to manage multiple tasks and prioritise effectively.