

Legal Secretary

An opportunity has arisen for an experienced family (child law) legal secretary to join a well respected, award-winning, established law firm on a full-time permanent basis.

The successful candidate will be based in Pontypool supporting a solicitor who works part-time, but also working as part of a wider team supporting other fee earners in the department, when the need arises.

The role will include audio typing, liaising with clients in person and by telephone, preparing legal documents, completing legal forms, file-management, updating the case management system, working with the legal aid CCMS system, diary management, preparing bundles and dealing with some aspects of the billing process.

The successful candidate must have excellent word-processing and audio typing skills, have strong IT skills, proven experience as a legal secretary in a family law environment along with good organisational and client care skills.

Being able to work to tight deadlines in a fast paced environment is essential.

Salary is dependent upon experience.