

NATIONAL YOUTH ADVOCACY SERVICE

JOB DESCRIPTION

Legal Secretary

Purpose of Job:	To provide an efficient administrative support service to enable the team to achieve their objectives.
Accountable to:	Chief Executive Officer and Office Manager.
Location of post:	NYAS HQ.
Working Hours:	21 hours per week. Normal office hours are 9.00 a.m. to 5.00 p.m (days to be confirmed).
Leave entitlement:	There will be holiday entitlement of 26 days leave pro-rata per annum. After 5 years continuous service this increases to 31 days leave per annum and after 10 years continuous service this rises to 36 days per annum pro-rata .
Salary:	£13,008 - £14,432 p.a. pro-rata (dependent upon experience)

NYAS is an equal opportunities employer.

Key tasks

- Administer the intake and legal staffs' days by diarising meetings and deadlines and liaising with clients, courts and other solicitors;
- Type (audio and copy) all general correspondence, deeds, documents and forms;
- File all incoming and outgoing correspondence;
- Maintain filing and administrative systems;
- Minute taking;
- Type correspondence, Minutes, Reports etc. and make appropriate enquiries in relation to arranging conferences and meetings;
- Photocopy and distribute documents as required;
- Answer, record and follow up telephone calls;
- Input all case material onto the computer system;
- Maintain accurate records of all cash movements, producing information as required;
- Production of statistics on a regular basis, and as required;
- Assisting in the analysis of case material and monitoring of referrals;
- Deputise for office staff, as required;
- Preparation of mail shots and other publicity material.

Core skills

The job holder should have a knowledge of litigation and/or family/child care, legal administration and the ability to type the relevant documentation. Good, accurate audio typing/word processing skills are essential, as is a good telephone manner. Shorthand is an asset. The jobholder must be able to work as a team with other NYAS staff and work on her own initiative and be able to undertake routine tasks without supervision. The jobholder may be required to work in a department other than that to which she is initially allocated.

Duties

- Receive and host visitors, providing hospitality as required;
- To liaise with outside agencies, professionals and clients, as and when appropriate;
- Ensure that a staff and visitor movement system is maintained and that security measures in operation are followed;
- Responsible for room bookings and for setting up meeting rooms.
- Processing incoming and outgoing mail;
- Other general duties as required.

Attributes

- Effective organisational skills;
- To maintain confidentiality at all times and ensure respect for, proper observance of, and adherence to, NYAS' confidentiality policy;
- To have an interest in, and a commitment to, the work of NYAS;
- To be committed to anti-discriminatory practice;
- Possess a good sense of humour.

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PERSON SPECIFICATION

Legal Secretary

Essential

- Proficient in Microsoft Office 2000;
- Proficiency in audio dictation;
- Experience as a legal secretary;
- Experience of maintaining office systems to Legal Services Commission Audit requirements;
- Possess good physical health.
- Possess a commitment to children's rights and welfare;
- A commitment to principles of equal opportunities.

All posts are subject to receipt of satisfactory references and a satisfactory CRB enhanced Disclosure check.