PARALEGAL: HOUSING JOB DESCRIPTION

**About Anthony Gold Solicitors:**

We are a multi-specialist firm of solicitors with 3 offices in South London. We have a national reputation in niche areas and are in the top 200 firms in England. Please visit our website [www.anthonygold.co.uk](http://www.anthonygold.co.uk)

**About the Housing Team:**

Anthony Gold's 'ground-breaking' team is a recognised leader in this area and wins praise for its 'knowledge, imagination and dedication,' advising owners on new build repairs. It is well respected by clients and peers.

**About the role:**

The Paralegal role for Housing will be responsible for supporting fee-earners in the area of housing litigation cases.

**Job specification**

Your role will include the following, but additional tasks may be added as appropriate for the role:

To assist in the provision of administrative and legal services for clients, including:

* Working with a partner and solicitors on repairs focused litigation cases.
* Interviewing clients, taking and drafting statements
* Casework & providing advice to clients.
* Handling new client enquiries
* To assist where requested the provision of legal advice to clients, under supervision.
* Delegate and supervise tasks where appropriate.
* Work as a part of several teams under the supervision of a Partner of the firm.
* Provide an efficient and friendly service to our clients.
* Produce plain English letters and documents as required.
* Manage professionally and confidentially, written and telephone correspondence with clients, other solicitors and third parties
* Maintain client care standards as set out in the firm’s terms of business and office manual.
* Continue to develop your legal ability by:
1. Keeping fully up-to-date with the relevant areas of law and practice
2. Understanding the fee structure and costs aspect of funding
3. to comply with the rules of conduct and regulation governing our practice

**Qualifications and experience**

* Previous experience of working as a paralegal in civil litigation preferably housing
* Degree in Law/CILEx or previous experience of working in a similar role

**Person Specification**

* Excellent oral and written communication skills
* Good customer focus
* Flexible and proactive approach with 'can do' attitude
* Organised and able to prioritise
* Able to work to deadlines
* Focuses on the detail to a realistic level
* Interested in problem solving and solution focused