

Job Vacancy - Criminal Clerk

Job Title: Criminal Clerk

Reporting to: Chambers Director

Hours of work: 09:00 - 18:00

Starting salary: Dependant on experience

Location: Leeds

Holiday entitlement: 25 days per year rising with years of service but dependant on experience

Benefits: Mediacash scheme and Pension scheme (after 3 months)

Job Description

Exchange Chambers are looking to recruit a Criminal Clerk to join our team in Leeds. With over 200 Barristers including 21 silks and 56 members of staff, we are one of the largest and most well- resourced Chambers in the UK.

We also have one of the largest criminal teams in the UK with over 90 members including 12 Silks which also includes the most category 4 prosecutors nationally.

We are looking for someone who has the potential to assist with practice management and who has ambition and dedication. We want someone who has fantastic client-care skills and who will build long-lasting relationships with Solicitors.

This is a good opportunity for a resourceful, enthusiastic and motivated individual who will work closely as part of a team.

Experience in criminal clerking is required. We are looking for an individual who aspires to reach the top.

The Role

- Gain an appreciation of the practice of each individual member.
- Maintain contact with solicitors to discuss and develop an understanding of their requirements.
- Responsible for scrutinising Court lists and requesting that cases are moved and listed for Counsel and Solicitors' availability.
- Assist the Senior Criminal Clerk in maintaining the criminal diaries.
- Liaise with Counsel where necessary regarding their short and long-term diary commitments.
- Assist the Senior Criminal Clerk in ensuring that any changes in the diary are made and solicitors and Counsel are informed.
- Responsible for booking conferences and ensuring that they are booked at convenient times for Counsel and Chambers.
- Clerking the daily diary (under supervision for the Senior Criminal Clerk) and deputising in his/her absence.
- To assist the Senior Clerk as and when required including attending events.

Person Specification

- Excellent face to face communication and interpersonal skills for dealing with Clients, Barristers, Solicitors and Court Officials.
- A mature telephone manner and strong written communication skills.
- Strong negotiation skills.
- Excellent attention to detail and accuracy.
- Functioning extremely well under pressure.
- Ability to prioritise work load and plan ahead accordingly.

To apply, please send your CV and covering letter, outlining your suitability to Ian Spencer (Senior Clerk) at spencer@exchangechambers.co.uk