

## **Job Description for Lawyer**

**Job Title:** Associate

**Reports to:** Principal / senior fee earners

**Purpose:**

To advise and represent the firm's clients in connection with various types and sizes of disputes, including commercial and trust litigation.

**Principal Accountabilities and General Duties:**

- 1.1 Attending Court as an advocate for and on behalf of clients;
- 1.2 Managing case files properly including ensuring deadlines (particularly Court deadlines) are met and correspondence / documents are filed appropriately (including with the Court, the parties and internally, both hard and electronic filing as appropriate);
- 1.3 Drafting pleadings, witness statements and case correspondence;
- 1.4 Providing professional and technical support including undertaking legal research and case analysis;
- 1.5 Participating in business development, training and professional development;
- 1.6 Attending fee earner and client meetings; and
- 1.7 Ensuring time recording is done properly.

**Knowledge, Skills & Experience:**

- 2.1 The post holder should possess adequate qualifications, namely to be have passed all local law exams and be admitted to the Jersey bar as an Advocate of the Royal Court;
- 2.2 The post holder will have a good ability to work on their own initiative;
- 2.4 The post holder must have the ability to pay excellent attention to detail and be able to draft documents and correspondence in a professional and accurate manner;
- 2.5 The post holder must have good organisation skills and be able to prepare / run a case properly including by reference to Court practices; and
- 2.6 The post holder must be willing and able to attend Court and provide representation on behalf of clients on a wide range of disputes.

**Career Progression**

- 3.1 This is a position with good long-term prospects; and
- 3.2 Mentoring available in relation to all aspects of career progression.