

DERBYSHIRE LAW CENTRE

JOB DESCRIPTION

TITLE OF POST: Paralegal – employment, debt and immigration
DURATION: 12 month fixed term

MAIN PURPOSE OF JOB

The post holder will provide legal casework administrative support to Caseworkers undertaking Employment, Debt and Immigration work.

To contribute to the overall effectiveness of the workplace and the achievement of targets.

LOCATION OF THE POST

The post holder will be based at the main premises in Chesterfield or at any other Law Centre premises within the catchment area.

RESPONSIBLE FOR:

The post holder will not be responsible for any paid or unpaid staff.

SUPERVISION:

The postholder will report to a specified Caseworker and also be part of the Employment Unit.

OTHER RESPONSIBILITIES:

- To be responsible for own personal development.
- To maintain confidentiality at all times.
- To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive of all.
- To demonstrate commitment to DLC's Equality and Diversity Policy.

ROLE AUTONOMY OR DECISIONS MADE:

The postholder needs to be self motivated and able to work under their own supervision and manage work priorities. The postholder must be able to work as part of a team.

MAIN DUTIES OF THE POST

Your work will primarily be assist members of the Employment, Debt and Immigration units.

1. Preparing legal documents as instructed by caseworkers and solicitors.
2. Undertake research in respect of casework.
3. Interviewing clients and witnesses as instructed by caseworkers and solicitors.
4. Giving clients legal information with the supervision of appropriate caseworkers and solicitors.
5. Attend Employment Tribunals to provide administrative support to the caseworker or solicitor.
6. Assist caseworker/solicitor in billing preparation.
7. To provide support with the Client Database Management System.
8. To use computer systems and software to input, manipulate and retrieve data.
9. Administrative duties shall include:
 - Miscellaneous admin support on casework files
 - Photocopying
 - Maintaining and updating current main filing system (both computer and manual based)
 - Other miscellaneous clerical duties as required
10. To liaise with external agencies as required.
11. To assist with induction, further training and support to other staff (paid or unpaid) as necessary, required and appropriate.
12. To undertake other duties as agreed between the post holder and Workers Group or Management Committee, in consultation with the relevant trade union where necessary.