

**JOB DESCRIPTION:**  
**LEGAL ASSISTANT - PROBATE**

Job Title : Legal Assistant  
Department : Probate  
Reports to : Head of Probate  
Hours of work : Full Time (35 hours) or Part Time (minimum of 21 hours per week) 9am to 5pm with a one-hour unpaid lunchbreak

**Main duties**

- Preparation of legal correspondence and documents using digital dictation.
- File management. Ensuring that all files are up to date, including file opening, archiving and structure of files.
- Diary management - making/changing appointments for the Fee Earners to include home visits.
- General administrative duties within the Department to include post, filing, attending to Clients and answering the telephone.

**Required skills and experience**

- Prior experience of working in a Probate Department using digital dictation and a legal case management system (LEAP) preferable, but not essential as full training will be provided.
- Appreciation and understanding of the needs of the Department Clients.
- Good customer service skills both over the telephone and in person.
- Proficient in Microsoft Office.
- Must be well organised and methodical with excellent attention to detail and prioritisation skills.
- Positive, helpful and enthusiastic.
- Able to work on your own initiative but also as part of the team.

To apply please send your CV and Covering Letter to  
[acm@blackhurstbudd.co.uk](mailto:acm@blackhurstbudd.co.uk)