
Job Description

Legal Assistant

Deadline: **Rolling**

Overview:

Role: Legal Assistant

Salary: £25k

Experience: Administrative/ client-facing

Location: Warrington, Cheshire

Team: Legal

Hours: 36.25 (weekly)

Deadline: Rolling

Enquiries:

Head of Legal, Dylan Houghton

(dylan.houghton@pcdsolicitors.co.uk)

About Us:

PCD Solicitors are a nationwide criminal defence firm, specialising in defending and appealing false allegations of sexual crimes.

Founded in 2020, we have been recognised as one of the leading specialist criminal defence firms in England and Wales, advising clients on some of the most complex and serious criminal cases.

Description:

We are recruiting conscientious and proactive professionals to join our growing legal team, based at new offices in the North West of England.

This is an outstanding opportunity for the right candidate to grow and develop their career at a new, open and innovative firm at the forefront of sexual defence law.

Successful applicants will play an important role in supporting our legal team, including working alongside solicitors on ongoing cases, compiling and managing case files, researching legislation, regulations and changes in the law, and liaising with clients, barristers, forensic experts, investigators, and the Crown Prosecution Service.

New members of staff will benefit from support and guidance from our established legal and operations teams, as well as an ongoing programme of training and development.

Outstanding performers will have the opportunity to progress in a leading firm at a time of major and ongoing national expansion, with routes for legal training, promotion, travel, and additional business responsibilities.

Responsibilities:

General responsibilities include:

- **Legal:** Managing and updating case files, researching and monitoring legislation, regulations and statutory changes, attending hearings, and liaising with clients, barristers, forensic experts, police investigators and the Crown Prosecution Service;
- **Administrative:** Recording sensitive data including client files, expert reports and legal documents, and filing and issuing invoices and fee notices;
- **General:** Supporting our legal team with their general needs, requests and requirements, such as minuting meetings and conferences, taking calls and answering emails, and travelling to hearings and court appearances.

Applications:

Applications can be made by sending a CV and brief introductory statement to 'info@pcdsolicitors.co.uk.'

Qualifications:

- Minimum of five GCSEs at grade four or higher, including English and Maths;
- University degree in Law or other discipline desirable, but not essential.

Experience & Skills:

Essential:

- Excellent written and verbal communication skills;
- Experience in client-facing roles, such as law, business administration, retail, or hospitality;
- Conscientious approach to collaboration, problem solving, and working to deadlines;
- A discreet, patient and conciliatory attitude to client care, sensitive data and professional relationships;
- Working knowledge of Microsoft Suite (Word, Outlook etc).

Desirable:

- Experience of using LEAP, and/ or other legal systems;
- Prior employment or work experience in a law firm, legal department, or other professional services environment.