

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE:	FINANCE & LEGAL SERVICES	POSTHOLDER
SECTION:	LEGAL SERVICES	GRADE tbc
POST DESIGNATION:	LEGAL BUSINESS ADMINISTRATOR	

Purpose of Job:

- 1) To be responsible to the Practice Manager for providing administrative support to legal staff within Legal Services.
- 2) To maintain records, search indexes of legal transactions, and storage data. To deal with archiving, deeds storage and the recall of records as appropriate.
- 3) Maintain and update information systems and the case management system, ensuring that such information is accurate and kept up-to-date.
- 4) Upload records, documents and bundles into the relevant areas and platforms.
- 5) Ensure timely payments of relevant fees are made, and follow finance processes and procedures accurately.
- 6) To note take at meetings as required. To arrange and attend case conferences and other meetings as required and takenotes, prepare minutes and where required progress follow up actions
- 7) To deal with all routine queries and telephone calls received to legal services
- 8) To monitor and maintain all legal service inboxes in accordance with local procedure
- 9) To attend court and tribunals, to issue and file documents as required.
- 10) To compile simple memoranda and letters as required.
- 11) To utilize software to deal with redaction requests, PDF merges or other related tasks.
- 12) Use secure software (Egress/ Common Platform/ Onedrive) to share documents with parties as required
- 13) To operate office machinery and maximise the use and effectiveness of computer systems. Use all available software to maximise electronic and efficient working practices.

- 14) To register land and charges as directed by lawyers. Liaise with Land Registry and conduct searches as instructed. Populate standard documentation such as leases if required. Deal with SDLT forms.
- 15) To create and maintain electronic filing systems and spreadsheets to maintain accurate records and audit trails as required.
- 16) Process the signing and sealing of legal documents, ensuring that the relevant information is supplied and accurate using the predefined checklist. Recognising the different types of legal transactions and correctly identifying the next steps (i.e. completion etc) applying some basic legal knowledge.
- 17) Produce and quality check paper bundles and ensure that these are filed in a timely manner.
- 18) Assisting the Executive Support Officer to update Registers of interest where required.
- 19) Run standard reports as requested using the Case Management system
- 20) To book travel and accommodation as required accessing the credit card and ensuring the correct financial procedures are followed.
- 21) To provide assistance, support and cover for staff within Legal Services as directed and undertake any other work appropriate to the level and general nature of the post's duties

Designation of post to which Post holder normally reports:-

Legal Practice Manager

Originator:_____

Postholder: _____

Date: _____