

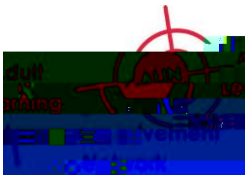
Skills and

A legal secretary provides administrative support and services for lawyers, solicitors and legal executives. Every law firm, financial company or barrister's chamber requires a good legal secretary to ensure the office runs smoothly and efficiently thus enabling employers to focus on serving clients.

Legal secretaries help produce legal documents such as wills, contracts and court papers, deal with enquiries from clients, prepare court forms and statements, deliver and collect documents and attend court or police cells with solicitors.

As well as opportunities to work in solicitors' offices or a barrister's chamber you could also work for law courts, local authorities, estate agents or the police.

If you're working in a small local firm you could develop experience in a wide range of legal matters, however in larger firms you will tend to specialise in one particular area of law.

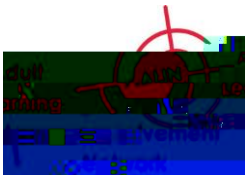


1. Calculate how long it will take a taxi to get to a court hearing in order to get the lawyer there on time.
2. Plan your daily tasks to ensure all priorities and deadlines are met.
3. Track the total amount of time each lawyer spends on a case and calculate totals for invoicing purposes.
4. Prepare a client's invoice based on the services they have received including VAT where applicable.
5. Estimate the total expenses a lawyer has incurred over a month, and calculate the exact total.

Communication, all

1. Discuss and prepare the documents your lawyer requires to take to a court hearing.
2. Talk to a bereaved client whilst waiting for the lawyer to be ready to see them.
3. Take accurate minutes at a partners' meeting.

4. Prepare a court form and collect statements from the relevant parties concerned.
5. Research a topic as



lawyer.

