



WATSON ESAM
Solicitors

CIVIL/COMMERCIAL LITIGATION FEE EARNER

JOB DESCRIPTION

Accountability: Partners.

Main Purpose: Deliver personal injury and mixed civil/commercial litigation services to clients, maintaining high standards of accuracy and efficiency, making a profitable contribution to the department and the firm.

Assist in the development of the firm in line with the contents of the business plan.

Key Tasks: Handle a mixed caseload of work including:

- Contract disputes
- Landlord and tenant
- Debt recovery
- Contentious probate
- Trust for land
- Small claims, fast track and multi track claims
- PI matters

Deal with clients in person and on the telephone.

Undertake research.

Taking instructions and advise clients.

Take and draft statements.

Deal with all correspondence.

Attend case management conferences and court/tribunal hearings.

Home/hospital/business visits where necessary.

Network with the local business community and other professionals and use marketing skills to help develop the client base.

Effect financial controls for own matters in conjunction with the Partners.

Process instructions in accordance with established procedures of good practice and as laid down in the office manual, complying with the firm's policies at all times.

Comply with Solicitor's Accounts Rules and the Rules on the Professional Conduct of Solicitors.

Meet agreed targets.

Maintain skills and knowledge and comply with training requirements of professional bodies, ensuring that any such training meets the business objectives of the firm.

Any other duties reasonably required by the Partners.

Person minimum Specification:	<p>2 years experience of mixed litigation caseload.</p> <p>Experience and competence in dealing with a mixed litigation case load.</p> <p>Good negotiation skills.</p> <p>Good knowledge of Civil Procedure Rules.</p> <p>Motivated with a commitment to practice development and desire to develop personally.</p> <p>Excellent communication skills and client manner.</p> <p>Good organisation and time management skills.</p> <p>Ability to work under pressure and using own initiative.</p> <p>Commitment to equal opportunities.</p> <p>Ability to work as part of a team.</p> <p>Computer literate.</p> <p>Current Driving licence (preferred)</p>
-------------------------------	--