

## POSITION DESCRIPTION – LEGAL PERSONAL ASSISTANT

### SECTION A:

<b>Employer:</b>	Saunders Robinson Brown Limited (SRB)
<b>Position Title:</b>	Legal Personal Assistant
<b>Reporting To:</b>	Dispute Resolution Practice Group Leader
<b>Location:</b>	Christchurch
<b>Functional Relationships:</b>	<b>Internal</b> Dispute Resolution Team Professional Staff  <b>External</b> Clients

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### SECTION B:

<b>Position Objective:</b>	<p>The Legal Personal Assistant would provide a professional first point of contact with people from both inside and outside the firm and perform all duties as required in a timely manner. The role would be responsible for delivering secretarial and personal assistant support services to the dispute resolution team, incorporating the employment law team.</p> <p>You will liaise with existing clients with a view to developing those relationships and maintaining a high level of client service.</p>
<b>Background:</b>	<p>From offices in Christchurch and Rangiora, the experienced team at Saunders Robinson Brown Limited (SRB) provides professional legal advice on commercial and company law, property law, trusts and estates, civil litigation and dispute resolution, employment law and family law. In addition to these core practice areas, SRB also provide specialist advice in insurance law, sports law and rural law. SRB prides itself on their approachable, client-centred culture, and commitment to ensuring an integrated and relationship focused approach throughout the firm.</p>
<b>Staff Numbers:</b>	Partners – 15 Staff – 85 including Partners

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## SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

### 1. Secretarial/Personal Assistant

*Deliver secretarial and personal assistant support services, ensuring adherence to best practice, standardised processes and procedures.*

#### **Key Responsibilities:**

- Support the Partner team to run an efficient and effective Dispute Resolution practice:
  - Assist with the coordination of workflow in the team between the authors
  - Proactively manage administration processes and look for continuous improvements in processes for efficiencies, quality and customer service
- Provide administrative support:
  - Complete digital dictations, correspondence and documents using precedent forms and legal forms in a timely manner
  - Draft, format and amend complex legal documents including assisting with drafting of Court proceedings
  - Collate Court documents and ancillary documents and information for filing in Court
  - File documents in Court
  - Prepare Court forms
  - Perform company searches
  - Find and print cases
  - Assist with the discovery process
  - Copy type and quality control of legal documents including house style
  - Organise team meetings and take minutes
  - Maintain and update author calendars
  - Billing, invoicing and general accounting duties
  - Take phone calls, enquiries and requests and handle them when appropriate and correspond with the Court
  - Prepare mail and enclosures for signing
- File management:
  - Open and close files in accordance with firm policy
  - Prepare engagement letters
  - Photocopying, printing, scanning, binding and filing
  - Update and maintain information in Practice Management Software
  - Prepare files that require attention for meetings, author attention and appropriate action
  - Electronic and physical document management

- AML:
  - Working knowledge of AML legislation and best practice
  - Provide AML support to all fee earners
  - Assist with scanning and filing of deeds

## 2. OneLaw

*Utilise OneLaw to carry out responsibilities in an efficient manner.*

### **Key Responsibilities:**

- Set up Transaction Request payments and receipts (TQ)
- Set up Journal transactions to be completed by the Trust Accountant
- Draft Trust Account statements and bills for checking and approval
- Draft bills as required from Work In Progress list
- Update and maintain client information
- Scan and link documents
- Ensure that client identification is scanned and linked

## 3. Professional Development

*Ensure your on-going professional development in agreement with the Dispute Resolution Practice Group Leader*

### **Key Responsibilities:**

- Attend relevant and value adding professional courses and programmes to keep up to date with administration best practice

## 4. Other Tasks

*Carry out other tasks and duties as and when required.*

### **Key Responsibilities:**

- Be an active member within the PA group and support the broader team when needed
  - Attend staff and team meetings as required
  - Duties are carried out in a timely and accurate manner, and in accordance with SRB's policies and procedures
  - Undertake all other duties that are reasonably requested from time to time
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## **SECTION D**

### **Experience**

- Previous experience in the legal industry
- Dispute Resolution experience advantageous

### **Skills and Knowledge**

- An understanding of the Court process would be ideal
- Exceptional communicator, both written and verbal
- Ability to quickly establish rapport and build excellent working relationships with internal and external clients
- Excellent organisation, time-management and prioritisation skills with the ability to work under pressure and to tight deadlines
- Excellent computer skills and advanced knowledge of the Microsoft 365 suite
- A knowledge of OneLaw practice management system would be advantageous
- A knowledge of legal research databases would be advantageous
- Discretion and understanding of confidentiality issues
- Accuracy and quality focus with an exceptional eye for detail
- The ability to research, digest, analyse and present material clearly and concisely
- Methodical, practical and conscientious with the ability to use own initiative

### **Personal Attributes**

- Forward thinking and action orientated
- Determination, perseverance and resilience
- Adaptable and reliable
- Team focused
- Integrity