

COLLEGE CHAMBERS JUNIOR CLERK

JOB DESCRIPTION

GENERAL

The role of the clerks is to assist the Senior Clerk in running the administration and business activities of chambers. The role is integral to the success of a set of chambers, both as a legal practice and as a business.

Barristers' clerks must be familiar with court procedures and etiquette and they also develop an expertise in the type of law undertaken by their Chambers.

This is a full-time, office based role of 40 hours per week.

The clerks will report directly to the Senior Clerk and in the Senior Clerks absence will report to the First Junior Clerk.

DUTIES OF JUNIOR CLERK

Diary and practice management –

- All activities relating to the barrister getting to and from court.
- Discussing with a client the most appropriate barrister to take the case in terms of specialisation, particular abilities, experience and availability (being aware of any potential conflict of interest where barristers from the same chambers are representing opposing parties, planning the timetable of a case in detail, taking into account factors such as preparation time, conferences (i.e. meetings with instructing solicitors and clients) and estimated number of days in court.
- Arranging meetings on behalf of the barrister with the instructing solicitor and client to discuss the case.
- Informing the client's solicitor of progress and, in case of a delay, renegotiating the agreed timetable of work as required.
- Planning the workload of each barrister to avoid clashes of court times.
- Referring cases to more appropriate chambers when a lack of specialist expertise could jeopardise the outcome of the case.
- Dealing with Direct Public Access clients.
- Liaising with courts and managing court listings.
- Ensuring contracts are in place.

- Ensuring fees are paid.
- Ensuring that regulatory matters have been complied with (record keeping, money laundering etc).
- All other duties as directed by the Senior Clerk and First Junior Clerk.

Fees management

- Ensuring barristers' fees are created for the work they do and are collected.
- Negotiating the fees to be charged with the instructing solicitor.
- **Compliance matters**
- Clerks need to be aware of the standards that chambers have to adhere to and appropriate accreditation.
- Maintaining regulatory records.
- Ensuring practicing certificates are up to date.
- Ensuring compliance with regulatory requirements, liaison with Bar Standards Board and generally that their requirements are met.
- **Chambers promotion and marketing**
- Practice development of individual barristers and chambers generally.
- Organising and attending promotional events, conferences, seminars and lectures.
- Maintaining website and social media updates / accounts.
- Preparing marketing materials both online and physical.