

**JOB DESCRIPTION – FOURTH JUNIOR CLERK**

<b>Job Title</b>	Junior Clerk	
<b>Reports to</b>	1 <sup>st</sup> Junior Clerk	
<b>Reviewed by</b>	Senior Clerk	
<b>Reported to by</b>	-	
<b>Purpose of Job</b>	Ensure smooth running of Clerks’ room and Chambers from day to day. Helping other clerks and barristers.	
<b>Activities involved</b>		<b>Result of activity</b>
<b>General administrative tasks</b>	General opening unlocked doors, turning on lights and opening Chambers in the morning. Collecting the flowers and putting them in reception and conference rooms.	Getting Chambers ready early for working day
	Under the supervision of the Administrator to carry out daily Health & Safety checks, recording and reporting the same	Ensures that there is compliance with QEB’s H&S obligations
	Servicing coffee machines and preparing tea and coffee. Filling the urns with coffee and water	Smooth running work environment for barristers and Solicitors
	Putting through telephone calls to barristers from Solicitors or personal calls.	Efficient communications in Chambers
	Opening post	Helping to improve efficient service which Chambers offers. Mail delivered to barristers quickly.
	Sorting post into personal trays	as above
	Answering telephones	Efficient communications in Chambers
	Dealing with Solicitors who require fee notes	Smooth running of service provided by Chambers
	Arranging taxis for members’ of Chambers – ill health, help going to court etc	
	Enquiring whether anyone needs help going to court	
	Calling Solicitors to pick up old papers	Managing Clerks’ room efficiently
	Sending back papers in DX	Ensuring speedy turnaround of papers
	Marking off the papers sent back on the computer system	Ensuring Chambers’ computer system is up to date
	Organising lunch and refreshments for meetings, pFDRs and conferences	To ensure the smooth running of meetings
	Helping with errands for senior clerk	Enabling senior clerk to remain at barristers and solicitor’s disposal
	Taking Judges’ post to RCJ post room	Keeping good relations with QEB former members

	Collecting briefs and / or documents from other Chambers.	Working with other Chambers to ensure minimal return
	Ordering lunch	Allowing more senior members of Clerks' room to eat lunch at desk
	Collecting lunch	Allowing more senior members of Clerks' room to be available to take bookings during lunch
	Ordering Sainsbury's to deliver Chambers groceries	Ensure Chambers tea runs smoothly. Opportunity for barristers to meet up during the day to discuss work etc
	Changing light bulbs	General Chambers' smooth running
	Checking stationery and ordering what is needed	Making sure stationery cupboard is well-stocked for barristers
	Making Chambers' tea in absence of tea lady	Ensure Chambers tea runs smoothly. Opportunity for barristers to meet up during the day to discuss work etc
	Setting up conference rooms for Chambers' meeting	Helping Chambers in organising meetings/conferences
<b>Financial</b>	Going to bank to pay in Chambers' cheques and withdraw Chambers money	Ensuring Chambers finances are running smoothly with no delays
<b>Clerking</b>	Answering telephone calls from solicitors re: hearings and conferences	Keeping barristers busy and providing efficient service for solicitors
	Booking barristers for the above	as above
	Taking submissions to Judges' clerk	See below
	Lodging submissions at court	Ensuring best case management for client/Solicitor
	Lodging orders at court	as above
	Connecting solicitors to barristers during the day	Ensuring good communications in Chambers
	Provision of Zoom Links	Setting up and sending zoom links for conferences and meetings
	Listings	Sending court listings to Members
	Screens	Moving and setting up the screens for video conferencing.
	Preparing Conference Sheet	To be put up on the board in the clerks rooms so all are aware of what conferences are taking place in Chambers and where they are located.

<b>Skills required</b>	Good telephone manner Helpful IT literate Polite Energetic Personable and engaging Sense of humour	