



## Dispute Resolution Legal Clerk

We are currently looking for an ambitious Dispute Resolution Legal Clerk to work out of our Moreton office. Experience of assisting with running a mixed caseload of cases is required. The ideal candidate will be motivated, enthusiastic and have a willingness to learn new skills. The role will include work on general civil matters, general litigation commercial matters, commercial/civil agreements, landlord and tenant matters, boundary and property disputes, contractual disputes, dispute resolution and debt recovery. The suitable candidate will be assisting with progressing cases from inception to completion.

To be considered for this excellent opportunity, the attributes required are:

- Experience of working in a Dispute Resolution/Civil Litigation Department.
- Experienced in taking enquiries and giving initial legal and procedural advice, taking instructions by telephone and email, liaising with court.
- General case preparation including instructing experts and briefing solicitors and/or Counsel.
- Experience in drafting particulars of claim, general civil applications, pre-action disclosures, witness statements.
- Ability to assist on a caseload under the supervision of the Head of Department.
- Ability to assist in providing high quality advice to clients from all sectors across a broad range of issues.
- Good working knowledge of legal databases.
- Professional, articulate with good sales skills and be comfortable persuading prospective clients of the benefits of instructing our firm and be adept at obtaining funds.
- Excellent communication skills, both oral and written.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Commercial attitude with ability to practice good financial management of files and caseload.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Administrative experience and strong typing skills.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

This role offers the opportunity to join an established and developing law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as the department grows.

Please send your CV and covering letter to [sbirchall@kirwans.co.uk](mailto:sbirchall@kirwans.co.uk).