

# Barristers Clerk – Fixed Term Contract

## Location: Taunton

### Outline:

Clerksroom is a Barristers Chambers, located at Equity House, Blackbrook Park Avenue, Taunton, Somerset, TA1 2PX. We provide administration for Barristers & Mediators throughout England & Wales. We manage the practices of 60 Barristers and 200 Mediators. Our administration team is currently 13 staff.

This fixed term contract is to cover maternity leave and is required from 1<sup>st</sup> of March 2012 for a period of 12 months ending on 28<sup>th</sup> February 2013.

### Details:

Dates: 1<sup>st</sup> March 2012 to 28<sup>th</sup> February 2013  
Hours: 8.30am to 6pm Monday to Friday (1 hour lunch)  
Holiday: 23 days plus public holidays  
Salary: £16,000  
Location: Equity House, Blackbrook Park Avenue, Taunton, TA1 2PX  
Training: Will be provided throughout.

### Demonstrable Skills Required:

- Very good telephone manner
- Attention to detail
- Ability to work under pressure
- Good computer skills (particularly email, web & MS Word)
- Team worker
- Fast learner

### Role:

The role of a Barristers clerk involves working in a busy and often demanding environment with multiple tasks often competing for your time. Answering incoming calls from clients wishing to instruct a Barrister, outgoing calls to Barristers, courts and other clients to confirm detail. Updating our case administration system with each detail, monitoring our online booking system & incoming emails, allocating tasks and working as part of a team to ensure tasks are completed to tight deadlines. If you thrive under pressure, have a good telephone manner and have a good eye for detail, you may be suited to this role.

### Existing Experience:

If a candidate has previous clerking experience in a Barristers Chambers and has existing knowledge of Iris Meridian Law Case Management Software, an increased salary may be offered depending on level of experience. Clerks with experience are asked to contact Martin Davies by telephone.

**Apply** to Lisa Rodger, Equity House, Blackbrook Park Avenue, Taunton, TA1 2PX by 6pm on the 6<sup>th</sup> February 2012. Interviews will be week of the 20<sup>th</sup> February 2012.