



GARDEN COURT CHAMBERS LIMITED

Public, Social Welfare and Housing Law Team Assistant

Reporting to: TBC

Job Description:

Public Law and Social Welfare & Housing Team Assistant

1. Booking in of instructions and briefs.
2. Monitoring and supervision of paperwork on LEX.
3. Fielding calls and establishing relationships with Instructing Solicitors.
4. Assisting teams' PMs and Deputy PMs with obtaining listings.
5. Scanning of papers and public funding certificates.
6. Dealing with emails for all three teams, distributing them to appropriate team/PM/Deputy PM.
7. Chasing missing information on LA certificates.
8. Other junior clerk duties as required.

General Tasks

1. Sharing the delivering and collecting of documents to/from courts as necessary.
2. Sharing the task of delivering/collecting papers and documents from other chambers as necessary.
3. Such other tasks related to Clerking and/or administration of Chambers as directed by the Public Law and Housing Practice Manager.
4. Dealing with post and DX for all Civil Teams
5. Dealing with scanning of papers for Public Law, Social Welfare and Housing team in conjunction with Reprographics Assistant.