

DOWSE & CO
JOB DESCRIPTION
TRAINEE SOLICITOR

Reports To	PATRICK SPENCE- TRAINING PARTNER
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1. To undertake preparation, conduct and billing of Civil cases- including housing and personal injury claims- and Family law cases under supervision including attending client and providing advice and assistance; preparing witness statements; preparing applications to the Legal Aid Agency; legal research, commissioning experts; drafting letters, instructions to counsel, pleadings, and court applications; drafting will and assisting on probate cases.
2. To develop and manage own caseload under supervision.
3. To undertake advocacy before Judges in Chambers, Masters and Tribunals.
4. To attend clients with counsel in their chambers and at court.
5. To work outside office hours on occasions as dictated by professional obligations.
6. To utilise available legal precedents and case management software to record all time engaged and to monitor and report on the progress of cases and to comply with the requirements set out in the Office Manual regarding the firm's administration.
7. To conduct all casework within franchise criteria and to conduct File Quality Audits of other fee earners work as required.
8. To update library publications as required.
9. To undertake additional professional tasks within skills at the direction of the Partners.
9. To seek and obtain appropriate training and maintain a Trainee's Diary.
10. To identify opportunities for the firm to expand its services and/or client base.