

Thorne Segar
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Minehead
Somerset
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Trainee Solicitor Job Description	
Job title	<ul style="list-style-type: none">▪ Trainee Solicitor
Departments & Seats	<ul style="list-style-type: none">▪ General consisting of Probate, Conveyancing, and Litigation with the option to specialise
Salary	<ul style="list-style-type: none">▪ SRA Recommended
Functions of the department & main purpose of the job	<ul style="list-style-type: none">▪ To provide clients with a progressive quality service▪ Maintain Lexcel, IIP, and comply with the SRA▪ Achieve departmental targets▪ Develop case load and client base
Duties & responsibilities	<ul style="list-style-type: none">▪ Attending on clients, solicitors, and third parties▪ Drafting documents, conducting research, and perusal of documents▪ Keeping abreast of legal developments, procedural, and regulatory requirements▪ Meeting personal and department targets
Specific limitations on authority	<ul style="list-style-type: none">▪ Responsibility and authority will increase as the job progresses
Responsible to	<ul style="list-style-type: none">▪ Supervising Partner

Trainee Solicitor Personal Specification		
	Essential	Desirable
Appearance and Attitude	<ul style="list-style-type: none"> Professional appearance manner Positive and flexible 	<ul style="list-style-type: none"> Willingness to embrace and progress change
Experience & Qualifications	<ul style="list-style-type: none"> A qualifying law degree 2.2 or above Legal practice certificate Merit or above English, Maths and IT GCSE to grade C or above 6 months experience within a law office 	<ul style="list-style-type: none"> 1 or more years experience in a law office A qualifying law degree 2.1 or above Advanced IT skills An understanding of LEXCEL and the Money Laundering Regulation
Personal Attributes	<ul style="list-style-type: none"> Appreciate confidentiality Strong people skills, communication, and organisational skills Cope with stress with a task orientation and finishing skills 	
Personality & Motivation	<ul style="list-style-type: none"> Self motivated, reliable and determined To work and live in the Exmoor area 	<ul style="list-style-type: none"> Fully participate within the firm