



OUTLINE JOB DESCRIPTION

Post: Deputy Junior Clerks Team Leader

Reports to: Senior Clerk

Job purpose: To provide full support and act as a deputy to the junior clerk team leader in taking responsibility for and ensuring the smooth operation of delivery and collection, if necessary, of barristers and papers to any court or tribunal as required; assisting in the training and organization of all clerks junior to you; to provide assistance to the main table clerks in the administration of their daily functions.

Main duties: To be responsible to the Senior Clerk. Your duties will include (but are not restricted to) the following:

1. Assisting in the supervision and training of all junior clerks employed as junior to you in accordance with good clerking practice and with any additional direction given by the senior clerk. To ensure that errands are run as required and general good clerking practices are adhered to. To maintain full contact with members of the junior clerking team through the working day and ensure that tasks carried out, whether inside or outside Chambers, are done quickly and efficiently and that the integrity of Chambers is maintained.
2. To be responsible for and organise the day to day support required to ensure members of Chambers are taken to and collected from court. This task is to be carried out in good time on each occasion to avoid inconvenience or undue concern to members of chambers. This includes (but is not restricted to) scheduling the court runs daily; checking the requirement of and arranging passes for members of chambers, clients and necessary clerks to the Supreme Court or any court or tribunals requiring security clearance.
3. To ensure that lists of authorities, if produced by a member of chambers or member of staff, are delivered to the court in accordance with the relevant court/tribunal practice direction and served on any opponent as directed by barrister or member of staff.
4. To arrange for the lodging with the Court of all relevant court documents, including written Skeleton Arguments, and the service or exchange of Skeleton Arguments with opponents as required in accordance with the relevant court/tribunal practice direction or as directed by barrister or a member of staff. To arrange and oversee that Consent Orders are signed, lodged and (if so required) sealed as requested by Barrister, main table clerk or solicitor client.
5. To be responsible for monitoring all incoming papers and by hand correspondence. To ensure that receipt of all new allocated sets of instructions is brought to the attention of the main table clerk responsible for checking the relevant barrister's incoming instructions.
6. To check all hand delivered documents, liaising with the receptionists and ensure that such documents are delivered to the relevant barrister in Chambers. To ensure that all hand



deliveries to barristers within Chambers comply with Chambers' procedures relating to confidentiality and Chinese walls. Generally to ensure the circulation of post within Chambers as required.

7. To review and distribute general clerks' emails received on the main admin e mail address (clerks@blackstonechambers.com)
8. To be responsible overall for the receipt and dispatch of faxes, which arrive electronically as pdf attachments. To ensure that attachments are forwarded to relevant barristers, with hard copy placed in their pigeon holes.
9. To oversee the work related booking and travel arrangements for barristers and other members of staff. To maintain proper records in this respect and to pass all financial information over to the member of staff requesting the booking if the arrangement relates to court or client attendance by a barrister, or alternatively, to the accounts department in the event it relates to travel undertaken by a member of staff undertaking marketing.
10. To liaise with the print/post room operators; to ensure that, in the event of the any member of the print room being away from Chambers, there is a proper understanding of duties and daily operation so that proper cover can be supplied by one of the junior clerks.
11. To ensure that the printer and fax machine paper trays in the clerks' room are kept filled at all times.
12. To liaise with the print/post room team members over the dispatch and retrieval of papers from archive and to have an understanding of that process in the event that any of the print/post room operatives are away from Chambers.
13. To supervise the junior clerks in the ordering of lunches and other meals for clerks or (from time to time) barristers as required and when not handled by the housekeeper/reception.
14. To organise work rotas for the junior clerks to ensure that where possible, junior clerks work to a shift system. This includes checking overtime carried out by junior clerks and informing the senior clerk of such overtime on a regular basis.
15. To oversee the evening security check at the end of each working day of external facing conference rooms, (currently top floor) and in the clerks' room and clerks' kitchen.
16. To report to the Senior Clerk any error, problem or mistake by either yourself or any member of staff which may give cause for concern or complaint by or on behalf of any barrister or client.
17. To ensure that Chambers telephone system is altered from day service to night service at 7pm each working day, with the system then being reversed from night service to day service at 8.15 am each working day if this task has not already been carried out by a member of staff arriving earlier in the day. Night service is to be activated throughout any weekend or bank holiday.
18. To ensure alarms on all floors of chambers' building are deactivated by 8.15am at the latest on each working day.



19. To oversee the junior clerks in monitoring the barristers' rooms to ensure that they are kept smart, tidy and organised and to liaise with the print/post room team members in ensuring that corridors are kept clear of papers.
20. To supervise the junior clerks in providing facilities and administrative support to non-resident members of chambers when they visit chambers or as requested from outside Chambers. To ensure that any documents or books taken to any room for use at the request of any non-resident member are returned to their correct place of keeping as soon as the room is vacated. To ensure the maintenance of proper records of the storage whereabouts of papers etc belonging to non-resident members of Chambers and retained on their behalf in Blackstone House.
21. To assist the more senior clerking members of the team with any diary and case entries on the Lex computer system.