

Senior Paralegal

LKW Solicitors Ltd
Glasgow, G42 7BZ

LKW Solicitors specialise in family law and are accredited as specialist in Family Law by the Law Society of Scotland. We are looking to replace a senior paralegal position, due to promotion, within the family department to work with the family law solicitors.

This is a senior legal position, and some training can be given provided the applicant does have transferrable skills. The range of duties will include:

1. Previous legal experience essential.
2. Ability to work with busy and demanding timescale.
3. Taking instructions, acknowledging e-mails/ letter correspondence.
4. Drafting letters, writs, court forms, records, correspondence, preparing productions, motions, and Affidavits etc.
5. Amending writs and sending them back to court.
6. Dealing with court invoices and correspondence.
7. Dealing with SLAB in terms of abatements and correspondence.

And any other duties that is considered appropriate by the management for this senior paralegal position.

Reference ID: ALKW171123

Job Type: Full-Time, Permanent.

Salary: £26,000 to £34,000

Experience: 3 years – this can be reviewed depending on the type of relevant experience that has been gained over the years.

Schedule: Monday to Friday