



## **Criminal Clerk Vacancy:**

### **Job Description**

4 King's Bench Walk Chambers currently have a vacancy for a Criminal Clerk. The role provides a unique opportunity for someone to have a hands-on role in clerking the Criminal Team at 4 KBW on a day to day basis in partnership with one other Criminal Clerk.

#### **The ideal candidate will fulfil the following criteria:**

- Have a minimum of three years' experience clerking Criminal Law
- Be capable of working well in a fast paced and pressurised environment with the ability to prioritise work appropriately
- The ability to work well in a small team
- The ability to organise and maintain the Criminal team diary efficiently and effectively
- The ability to maintain and develop new and existing work streams in Criminal law
- Excellent communication skills
- Be friendly and approachable and be willing to undertake a variety of tasks

#### **The role will entail the following:**

- Entering briefs that are received in Chambers via DCS, email, post and DX on the computer system efficiently, ensuring all relevant details e.g. case numbers, are noted
- The acceptance and distribution of work
- Fee negotiation and billing
- Attending on individual practice management reviews when necessary
- Attending team meetings
- When required help organise and attend various marketing events
- Liaising with court staff to check hearing times and dates and when necessary moving hearing dates for the convenience of counsel
- General office duties including; printing, scanning, adding relevant people to DCS cases, dealing with CJSM and general emails

**Salary:** £23-28,000.00

**Annual Bonus Scheme:** £dependant on performance targets

**Holidays:** 25 days (Inc. Bank Holidays)

**Pension:** Work Place Pension

**Travel:** Season Ticket Loan available

To apply send a covering letter and CV to Lee Cook – Principal Clerk [lc@4kbw.co.uk](mailto:lc@4kbw.co.uk)