

## **JOB DESCRIPTION - CIVIL CLERK**

### **Role and Responsibilities**

To assist the Deputy Senior Clerk in the management of the civil diaries.

The Civil Clerk reports directly to and deputises for the Deputy Senior Clerk in his/her absence.

### **Duties include:**

- To take bookings for the diaries in conjunction with the Deputy Senior Clerk and to agree fees as directed.
- To have overall responsibility for fixing Civil cases in all courts ensuring that all necessary information is obtained beforehand, delegating to the Junior Civil Clerk where appropriate.
- To obtain and receive information to assist the Deputy Senior Clerk to maintain the diaries, liaising with the Courts as appropriate.
- To line manage the Junior Civil Clerk.
- To attend Practice Review Meetings for civil practitioners.
- To be responsible for arranging conferences, and to advise Counsel of same.
- To bill Civil and other cases as directed.
- To process paperwork on a daily basis.
- To be involved with and contribute to the marketing activities of the civil practitioners in line with the Marketing Strategy.
- To perform other duties from time to time as may be reasonably requested.
- To uphold Chambers Diversity and Inclusion Policy.